

Manually Add Students

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Students enrolled in the school associated with an activity can be manually added to an activity roster. This feature is useful if you would like to allow a student to participate but they do not match the criteria in the Ad hoc filter selected for the activity.

Students with past and future enrollments, in addition to current enrollments, can be manually added to an activity. When the **Add Individual Students** dropdown list is selected, Campus checks for enrollments 90 days in the past based on the **Registration Open Date** of the activity and enrollments 90 days in the future based on the **Activity End Date**.

► [Click here to expand...](#)

In this example, the activity's registration open date is 08/05/2022. Students with a past enrollment end date of 05/07/2022 (08/05/2022 minus 90 days) or later can be manually added to this activity.

Activity Name* Status

Speed & Strength Camp Registration Open

Type Activity

School(s)* Activity Owners (Primary)* Activity Owners (Secondary)

Harrison High X Aarons, Samantha X

Registration Open Date 08/05/2022 Registration Close Date 08/12/2022 Created by Administrator, System

Activity Start Date* Activity End Date*

08/15/2022 08/26/2022

Add Individual Students

Selecting a student will add them to the roster grid

Type to search by name

Abegg, Wallace (181900002)

Alborough, Dallas (109301)

Anderson, Jack (662478)

Anderson, Jana (181900003)

Atwood, Nadia (131900011)

Rarons, Demitri (201900004)

Enrollments ☆

Alborough, Dallas B Grade: N/A #109301 DOB: 01/01/05 Counselor: Hunter Counselor HS Graduation

New Print Enrollment History Notice of Change in Enrollment New Enrollment History Documents

Enrollment Editor

Grade	Type	Calendar	Start Date	End Date
12	P	21-22 Harrison High	09/07/2021	06/08/2022
Start Status: CM1 Enrolled				
End Status: active				
11	P	20-21 Harrison High	07/01/2020	06/09/2021
Start Status: CM1 Enrolled				
End Status:				

Example Past Enrollment: Student Can be Added Manually

The activity's End Date is 08/12/2022. Students with a future enrollment date of 11/10/2022 (08/12/2022 plus 90 days) or earlier can be manually added to the activity. This example student's enrollment date is *after* 90 days, so his name does **NOT** appear on the Add Individual Students dropdown list.

Activity Name *	Status	
Speed & Strength Camp	Registration Open	
Type		
Activity		
School(s) *	Activity Owners (Primary) *	Activity Owners (Secondary)
Harrison High X	Aarons, Samantha X	
Registration Open Date	Registration Close Date	Created by
7/11/2022	07/28/2022	Administrator, System
Activity Start Date *	Activity End Date *	
08/01/2022	08/12/2022	

Add Individual Students
Selecting a student will add them to the roster grid

Type to search by name

Fitzgerald, Sher (119528/)

Flanders, Julice (1123)

Fleischmann, Christine (221900001)

Fleischmann, Katherine (221900002)

Fleming, Anne (1127)

Enrollments ☆

Student Information > General > Enrollments

Fleischmann, Brent  Grade: 09 #221900003 DOB: 06/01/07

Related Tools ▾

New Print Enrollment History Notice of Change in Enrollment New Enrollment History Documents

Enrollment Editor

Grade	Type	Calendar	Start Date	End Date
09	P	22-23 Harrison High	11/11/2022	

Start Status: CM1 Enrolled
End Status:

Enrollment Outside Activity Dates Example

Manually Add a Student

If a student is manually added, parents and students will not receive a notification about uploading documents until the activity is purchased (either in the Roster or Campus Parent/Student).

1. Click the **Roster** button on the activity.
2. Type the student's name in the **Add Individual Students** field and select the student when their name displays.

Add Individual Students

jack

Pieper, Jack (#126317)

Schalk, Jackie (#129431)

3. Campus adds the student with the status of "Pending Save," and they appear at the top of the roster until saved.

4. Mark the **Required Forms Complete** checkboxes. *Optional*
5. Click the **Select Purchase Details** in Option Purchased to add a payment. *Optional*
6. Click **Save** to save your changes.

Manage Form Participants and Details

Activity Registration supports interactive custom forms. Interactive forms allow users to enter data directly into the PDF and electronically sign when registering for an activity. You can use the Activity Roster to review these forms and ensure everything is filled out correctly and/or signed.

When you manually add a student to the roster, all forms must be reviewed and if applicable sent for eSignature. Forms can then be filled out in the Campus Student and/or Campus Parent Portal in the Documents tool. District staff can also fill out forms (except for the eSignature) in the Activity Roster if necessary.

Request an eSignature

After you manually add a student to a roster and complete forms as necessary, you can request an eSignature from parent/guardians and students when the form requires an eSignature. Requesting eSignatures makes the form read-only; i.e., you cannot make additional changes.

1. Select the form that requires an eSignature.

Result

The Form displays.

2. Click **Review Participants**.

Result

The Form Details panel displays.

3. Click the **Request eSignatures** button.

The screenshot shows a 'Form Detail' dialog box. At the top, it says 'eSignatures'. Below that, there are two sections: 'Campus Parent' and 'Campus Student'. Each section lists a participant (Anderson, Bonnie (Mother) and Anderson, Jack (Student) respectively) and has a red 'REQUEST ESIGNATURE' button. At the bottom of the dialog, there is a large blue 'Request eSignatures' button, which is also highlighted with a red box, and a 'Close' button.

Result

A confirmation message displays.

4. Click **Request eSignatures**.

Result

A confirmation message displays and the Form Detail panel closes. The eSignature statuses change to **Pending** on the Form Detail panel. Forms can then be filled out in the Campus Student and/or Campus Parent Portal in the Documents tool.

Reassign a Form for eSignature

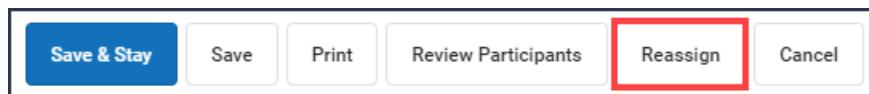
This option allows you to reassign a custom form to a user who did not have an active Campus Student or Campus Parent account when the student was registered for an activity.

1. Select the form that requires a signature.

Result

The form displays in a side panel.

2. Click the **Reassign** button.



Result

An error message displays if the user does not have an active portal account. Otherwise, a confirmation message displays and the user can go to the Documents tool in the portal and complete the form.

Override an eSignature Request

District staff cannot sign for students/parents; however, the eSignature can be overridden. As a best practice, [create a new contact log](#) to document any communication that resulted in overriding the eSignature.

- ▶ [Click here to expand...](#)

Club Transportation - Abegg, Dylan (171)

Throughout the year, students may have opportunities to attend off-site events. Transportation options vary based on the transportation status of specific events as they help us prepare for addressing transportation needs.

- Step 1: Complete the Student Information
- Step 2: Review the Transportation Permissions
- Step 3: Complete the Parent/Guardian Signature
- Step 4: Initial all Transportation Permissions

Student Information	
Full Name	Dylan Victor
Grade	10
Teacher	

Parent/Guardian Signature	
Full Name	Donald Abegg
Date	11/12/2020

Transportation Permissions	
I give my student permission to ride with the transportation, under the supervision of administration.	

[Print](#)
Review Participants
[Cancel](#)

Form Detail

eSignatures

Campus Parent

Abegg, Donald (Father)

SIGNED

Campus Student

Abegg, Dylan (Student)

PENDING

Override eSignature Request

Select Person(s) *

Abegg, Dylan (Student)

Override Comment *

Student will not be attending events off of school property.

[Save Override](#)

1. Select the form that requires a signature.
It will say **Action Required** next to the form.

Select	Student	Student Grade
<input type="checkbox"/>	<input type="text"/> Filter	11
-	<input type="checkbox"/> Abegg, Dylan (#171900001) User	11

Required Forms *

[Activity Registration w/e-signature](#)

ACTION REQUIRED

Result

The form displays.

2. Click **Review Participants**.

Result

The Form Details panel displays.

3. Select the checkbox next to the person's name and then enter Comments explaining why you are overriding the eSignature.

Form Detail

eSignatures

Campus Parent

Abegg, Donald (Father) SIGNED

Campus Student

Abegg, Dylan (Student) PENDING

Override eSignature Request

Select Person(s) *

Abegg, Dylan (Student)

Override Comment *

Student will not be attending events off campus.

Save Override

4. Click **Save Override**.

Result

A confirmation message displays as the status changes to Overridden.

Form Detail

eSignatures

Campus Parent

Abegg, Donald (Father) SIGNED

Campus Student

Abegg, Dylan (Student) OVERIDDEN

Student will not be attending events off campus.

Create a New Contact Log

The Activity Roster allows you to record communication you have with participants by phone, mail, email or in person.

1. Select the form where you want to add a Contact Log.

Result

The form displays.

2. Click **Review Participants**.

Result

The Form Details displays.

The screenshot shows a modal dialog titled 'Create New Contact Log'. It has the following fields:

- Select Person(s) ***: Two checkboxes are checked: 'Abegg, Donald (Father)' and 'Cardinal, Peggy (Student)'.
- Date ***: Set to 11/12/2020.
- Time ***: Set to 3:27 PM.
- Contact Options ***: A dropdown menu is set to '3: email'.
- Description ***: A text area contains the text 'Sent email regarding required signatures.'
- Save Contact Log**: A blue button at the bottom left.
- Close**: A button at the bottom right.

3. Mark the checkboxes next to the appropriate person(s).
4. Adjust the Date and Time as necessary.
5. Select one of the following **Contact Options**: 1: Telephone, 2: U.S. Mail, 3: email, 4: In Person.
6. Enter a **Description**.
7. Click **Save Contact Log**.

Result

Campus creates a contact log for each person you selected.

Form Detail
eSignatures
Contact Details
Donald Abegg (Father) 11/12/2020 3:27 PM Contact Option: 4: In Person Description Sent email regarding required signatures.
Peggy Cardinal (Student) 11/12/2020 3:27 PM Contact Option: 4: In Person Description Sent email regarding required signatures.

Lock/Complete a Form

Required forms display the status **Action Required** until the form is locked. (Forms for manually added students do not display that status until the form is first opened.) A locked form indicates no additional changes can be made.

Locking and completing forms can be done manually or automatically.

If a form is interactive and it is marked as Required, then the **Complete** button appears. If the form is **NOT** interactive, but it is marked as Required, the **Lock** button appears. Both buttons perform the same function.

Manually Lock/Complete a Form

Manually locking and completing forms gives you the chance to review a form and ensure the necessary information has been supplied and/or it has been signed.

1. Select the form that you want to Lock. It will say **Action Required** next to the form.

Result

The form displays.

2. Click the **Complete** or **Lock** button.

Result

The Complete Form or Lock Form confirmation message displays.

3. Click **Complete** or **Lock**.

Result

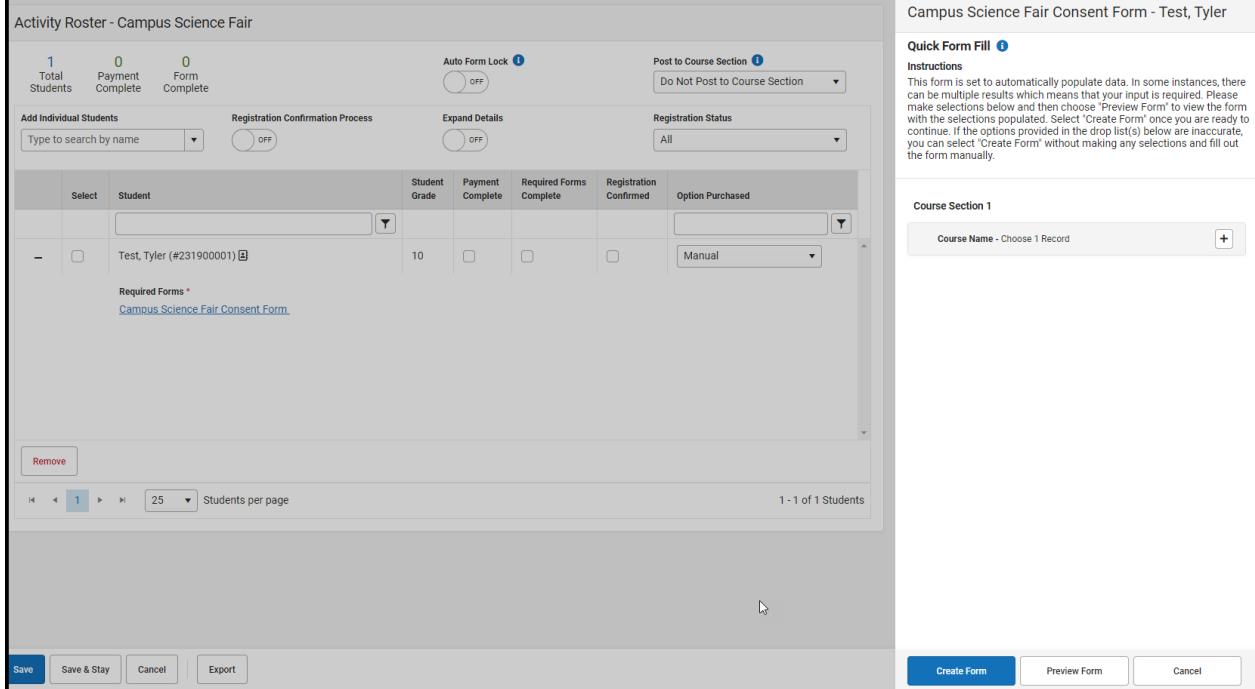
A confirmation message displays saying the form is locked and the form's status changes to *Complete*.

Automatically Lock/Complete a Form

Locking and completing forms is done automatically when you slide the **Auto Form Lock** toggle to **ON**. When a form has been completed and/or signed, the form is automatically locked and marked as Complete; the form does not require manual completion.

Creating a Form Using Quick Form Fill

The Quick Form Fill tool allows for custom forms in Activity Registrations to be populated with ad hoc data that is selected for the individual form fields. This tool will only appear when the data returned for the ad hoc provides multiple results and therefore needs input to decide which value to populate into the field. For example, a course name ad hoc populated into an Activity Registration form field will likely have multiple values returned. The Quick Form Fill tool will prompt for the correct course to populate on opening of the form. The Quick Form Fill tool is also available for parents/students to use in the School Store.



The screenshot shows the 'Activity Roster - Campus Science Fair' page. At the top, it displays '1 Total Students', '0 Payment Complete', and '0 Form Complete'. There are buttons for 'Auto Form Lock' (OFF), 'Post to Course Section' (Do Not Post to Course Section), and 'Expand Details' (OFF). A search bar for 'Add Individual Students' is present. The main table lists a single student: 'Test, Tyler (#23190001)'. The student details include Grade 10, Payment Complete (unchecked), Required Forms Complete (unchecked), Registration Confirmed (unchecked), and Option Purchased (Manual). Below the table, a note says 'Required Forms *' and provides a link to 'Campus Science Fair Consent Form'. The bottom of the page has buttons for 'Save', 'Save & Stay', 'Cancel', 'Export', 'Create Form', 'Preview Form', and 'Cancel'.

1. Select the Expand Details (+) of the student whose form you wish to fill in.
2. Select a form from the Required Forms.
3. Select from the Quick Form Fill options available.
4. Preview the form using the Preview Form button. It will appear in a new tab.
5. Click Create Form.

Notes about the Quick Form Fill tool:

- Only the Roster version of Quick Form Fill tool will display contextual data (extra info to help the activity staff make the right selection).
- The first user to fill in the form in the Roster and/or Portal will get the Quick Form Fill tool.
- The Quick Form Fill tool does NOT function in the Documents tab or the Activity Registration viewing tool (it only works in the School Store and Activity Roster). If a form is clicked in either of these, it will populate non-ambiguous data and leave any ambiguous fields BLANK.

Add Roster Payments

Roster Payment Processing allows for cash, check, and credit card transactions to be taken for an Activity from within the Activity Registration roster screen.

1. Click the **Roster** button of the activity that will be updated.
2. Add **Individual Students** via that search bar.
3. Click **Select Purchase Details** under Option Purchased. The payment side panel will appear on screen.

Student Information > Activity Registration > Activity Monitor

Payment - Cressman, Lorie

Take payment for students manually added to the Activity Roster. After the payment is processed, a receipt will be provided to print and the activity will no longer display in the School Store for this individual.

Payment Options i

Purchase Option *
Film Club

Payment Method *

Submit Payment **Cancel**

4. Select the Purchase Option and Payment Method.

If you are using the Mobile Payments app, refer to the [Mobile Payments Setup for Office Payments](#) guide for detailed setup instructions and additional information.

5. Enter the Payment Information.
6. Click **Submit Payment**. A Payment Recorded message will appear.
7. When finished, click Close.