

# Create and Submit New Activity Proposal

Last Modified on 02/13/2025 11:26 am CST

Tool Search: Activity Dashboard

This content also available as a [video](#).

Activity Dashboard allows primary and secondary activity owners to manage their activities, including the ability to create and submit proposed activities for approval.

You must have Add rights for the Activity Dashboard to complete these steps.

## 1. Create Activity

The first step is to define parameters for the activity. To add an activity, click the **New** button in the action bar.

▶ [Click here to expand...](#)

Use the following field descriptions to complete the Create Activity screen.

Field	Description
<b>Activity Name</b>	<p>A name for the activity you are creating. <i>This is a required field.</i></p> <p>The Activity Name can be changed until registration is closed. If you have already associated a Product with this activity and the product has the same name, Campus allows you to change the product name too.</p> <p>If you change the Activity Name, any completed purchases/registrations that exist when you change the name will still use the original name (name when the purchase was made) in School Store reports.</p>
<b>Type</b>	<p>The activity Type is provided by Campus. Options include the following:</p> <ul style="list-style-type: none"> <li>• Activity</li> <li>• Athletics</li> <li>• Field Trip</li> </ul> <p><i>This is a required field.</i></p>
<b>Activity Level</b>	<p>Activity Levels are another way to identify different kinds of activities. This field only displays in if you have added Activity Levels in the <a href="#">Attribute Dictionary</a> and is optional unless the <b>Required</b> checkbox is also marked in the Attribute Dictionary.</p>
<b>International</b>	<p>The <b>International</b> checkbox only displays when the activity <b>Type</b> is <i>Field Trip</i>. If your district uses the <a href="#">Preapproval process</a>, marking this checkbox ensures Campus routes your activity request to the correct approver(s).</p>
<b>Status</b>	<p>The Activity status. This is a read-only field.</p>
<b>School(s)</b>	<p>The school(s) to which you can associate the Activity. Only schools to which you have tool rights display. <i>This is a required field.</i></p>

Field	Description
<b>Activity Owners (Primary)</b>	<p>The primary person(s) responsible for the Activity. To appear in this field, the person must have an active assignment in the selected school and the <b>Activity Staff</b> checkbox marked on their <a href="#">District Assignment</a>.</p> <p>You may select more than one person in the field.</p> <div style="background-color: #e1f5fe; padding: 10px; margin: 10px 0;"> <p>For access to attendance and messaging options, the person must also have <b>Teacher</b> marked on their District Assignment.</p> </div> <div style="background-color: #fff9c4; padding: 10px; margin: 10px 0;"> <p>When a Primary Owner is not the person who created the activity and changes the Primary Owner to another person, they will not have access to the activity after they save their changes.</p> <p>When a Primary Owner is not the person who created the activity and adds themselves as the Activity Owner (Secondary), they will only have read-only access to the activity after they save their changes.</p> </div> <p><i>This is a required field.</i></p>
<b>Activity Owners (Secondary)</b>	<p>The secondary person(s) responsible for the Activity. To appear in this field, the person must have an active assignment in the selected school and the <b>Activity Staff</b> checkbox marked on their <a href="#">District Assignment</a>.</p> <p>You may select more than one person in the field.</p> <div style="background-color: #e1f5fe; padding: 10px; margin: 10px 0;"> <p>For access to attendance and messaging options, the person must also have <b>Teacher</b> marked on their District Assignment.</p> </div> <p>Secondary Activity Owners only have a read-only view of the activity to which they are assigned unless they are also the creator of the proposed activity. Secondary owners on an activity do not have the <b>Remove</b> button for delete/cancel functions even if the Delete tool right is assigned.</p>
<b>Registration Open Date</b>	<p>The first day on which the Activity displays in the School Store and people can register for the Activity. The date must be prior to the Activity Start Date and Registration Close Date. <i>This is a required field.</i></p>
<b>Registration Close Date</b>	<p>The last day on which the Activity displays in the School Store. The date must be after the Registration Open Date and prior or equal to the Activity End Date. If you do not enter a date, Campus automatically uses the Activity End Date.</p>
<b>Activity Start Date</b>	<p>The date on which the Activity begins. The date cannot be prior to the Registration Open Date or after the Activity End Date. <i>This is a required field.</i></p>

Field	Description
<b>Activity End Date</b>	The date on which the Activity ends. The date cannot be prior to the Activity Start Date or Registration Close Date. <i>This is a required field.</i>
<b>Delete Incomplete Registrations</b>	An automatic progress on the Activity End Date will remove any forms started by people who signed up for the event but didn't complete their registration. See "Manage Incomplete Registrations" for more details.

## 2. Build Roster

Define eligible participants by selecting a saved Ad Hoc filter and/or entering a description of the group.

▶ [Click here to expand...](#)

Activity Dashboard ★ Student Information > Activity Registration > Activity Dashboard

Activity Proposal - Cycling Club

✓  
 Create Activity

2  
 Build Roster

3  
 Form Selection

4  
 Portal Information

5  
 Finish

Define eligible participants. Populate information regarding the criteria for those who may be associated with this activity. \* (Populate at least one)

**School(s)**  
Harrison High

**Description of group to be created (max characters 1000)**

**Ad Hoc Filter**

Select Ad Hoc Filter ▼

Preview

Previous

Cancel

Save

Save & Next

Use the following field descriptions to complete the Build Roster screen.

Field	Description
<b>School(s)</b>	This field displays the school(s) that were selected in Step 1 - Create Activity.

Field	Description
<b>Description of group to be created</b>	A description of the eligible participants.
<b>Ad Hoc Filter</b>	The Ad Hoc filter for selecting eligible students. Campus only allows students who are included in the Ad Hoc filter to register for the activity. If you do <b>not</b> have rights to Ad Hoc, this field does not display.
<b>Preview</b>	Click this button to preview roster information in a side panel. The panel displays an estimate of the total number of students listed by school then provides the student's names. If a student has multiple enrollments and Campus cannot identify the primary enrollment, an asterisk (*) displays behind the student's name.  If you do not have access to ad hoc or to the ad hoc filter that is assigned to the activity by a reviewer, the <b>Preview</b> button does not display.

### 3. Form Selection

Adding a form is optional.

Select the appropriate forms for registration and indicate whether the form is considered required. Forms must be active during the full registration period to be selected.

Once a form has been assigned out, it can no longer be edited for the Activity.

▶ [Click here to expand...](#)

Use the following field descriptions to complete the Form Selection screen.

Field	Description
<b>Activity Type</b>	This field displays the Activity Type that were selected in Step 1 - Create Activity. <ul style="list-style-type: none"> <li>• Activity</li> <li>• Athletics</li> <li>• Field Trip</li> </ul>
<b>Registration Dates</b>	This field displays the Registration Dates that were selected in Step 1 - Create Activity.
<b>Form Title</b>	This field displays the <b>custom forms</b> associated with the Activity Type. You can add multiple forms by clicking the <b>Add Form</b> button. <div style="background-color: #e1f5fe; padding: 10px; margin-top: 10px;"> <p><b>Tip:</b> If the form title is grey and cannot be selected, check the form's active dates. The form must be active for the full time that your activity has registration open.</p> </div>

Field	Description								
<b>Additional Forms Pending</b>	Mark this checkbox if you are not ready to select forms or have additional forms you want to add later. When this checkbox is marked, the Activity cannot be approved. Campus requires the approver in the Activity Monitor to Return the proposed activity to you so that you can add the forms or they can Decline the activity. You can mark this checkbox and have custom forms associated at the same time.								
<b>Required</b>	Some forms may require information or an eSignature from the parent or student before it can be purchased in the School Store. Select an option from the Required dropdown list to determine whether information or signatures are required. <table border="1" data-bbox="405 680 1422 1417"> <thead> <tr> <th>Option</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><b>No</b></td> <td>The default. The form does not require information or a signature. The form is optional, meaning it does not have to be opened or reviewed before purchasing the activity in School Store.</td> </tr> <tr> <td><b>Yes</b></td> <td>When <b>Yes</b> is selected, the guardian or student must open the form and review it before the activity can be added to the cart within the School Store.</td> </tr> <tr> <td><b>Guardian Registration</b></td> <td>The Guardian Registration option works the same as Yes, except, the guardian <b>ONLY</b> can initiate the registration process. The form <b>MUST</b> be signed by the guardian before it can be added to the cart in the School Store. Read the topic <a href="#">Declining a Signed Form</a> if a guardian does <b>NOT</b> sign the form.</td> </tr> </tbody> </table>	Option	Description	<b>No</b>	The default. The form does not require information or a signature. The form is optional, meaning it does not have to be opened or reviewed before purchasing the activity in School Store.	<b>Yes</b>	When <b>Yes</b> is selected, the guardian or student must open the form and review it before the activity can be added to the cart within the School Store.	<b>Guardian Registration</b>	The Guardian Registration option works the same as Yes, except, the guardian <b>ONLY</b> can initiate the registration process. The form <b>MUST</b> be signed by the guardian before it can be added to the cart in the School Store. Read the topic <a href="#">Declining a Signed Form</a> if a guardian does <b>NOT</b> sign the form.
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## 4. Portal Information

On this screen, configure how the activity should display in the School Store and set up the associated costs.

Once an Activity has been purchased, the Associated Costs cannot be modified.

▶ [Click here to expand...](#)

1  
Create Activity

2  
Build Roster

3  
Form Selection

4  
Portal Information

5  
Finish

Configure the registration view for the Portal and cost where applicable for the activity.

**Image Upload**  
Max File Size: 20MB  
**Consent:**

By uploading a file, I agree to be legally bound by the terms of the [Infinite Campus Acceptable Use Policy](#), the policies referenced therein, and any applicable [District policies](#).

Select files...
Drop files here to upload

**Description and Special Instructions**

B i A: ≡ ≡ ¶: ↻ 🖼️ Ω ↶ ↷ ⋮

Characters : 0/2000

**Customer Comments**

**Eligibility**

Restrict to Associated School Enrollments

Previous
Close
Save
Next

Field	Description
<b>Image Upload</b>	This option allows you to add a picture of the product.
<b>Consent</b>	Marking this checkbox indicates that you are aware of the Acceptable Use Policies of your district and Infinite Campus.



Field	Description
<b>Product Description and Special Instructions</b>	<p>Detailed information about the product. This description appears below the picture of the product.</p> <div style="background-color: #e1f5fe; padding: 10px;"> <p><b>Tip</b> Use this area to provide more information about the activity like meeting times, locations, and contact information. You could also provide special instructions such as how to turn in the forms.</p> </div>
<b>Eligibility</b>	
<b>Restrict to Associated School Enrollments</b>	<p>When this checkbox is marked, the Recipient dropdown list will only display students who have an enrollment in the active school year at the school to which the activity is attached. This includes primary, secondary, and enrollments with a future end date.</p> <p><b>Example</b> If you have an Activity attached to the High School only and this checkbox is marked, parents will only be able to select their student(s) with primary and secondary High School enrollments in the active school year as well as enrollments with a future end date. Please note that if the same Activity is associated with multiple schools; e.g., a middle school and a high school, parents can select both middle and high school students in both stores.</p>
<b>Include Future Enrollments</b>	<p>When this checkbox is marked, this will allow users to look ahead for future enrolled students that also meet the criteria of the Ad Hoc filter from Step 2.</p> <div style="background-color: #e1f5fe; padding: 10px;"> <p>Restrict to Associated School Enrollments must be selected to use Include Future Enrollments.</p> </div>
<b>Days from Registration End Date</b>	<p>The number of days (between 1 and 365) into the future that enrollments can be viewed.</p>
<b>Associated Costs</b>	
<b>Item Name</b>	<p>The Product Name automatically displays here but can be changed. <i>This is a required field.</i></p> <p>If more than one option is available for users to select, this is the name of the option that displays under the Product in the School Store.</p>
<b>Selling Price</b>	<p>The price customers see and pay in the School Store. The price can be \$0.00. <i>This is a required field.</i></p>

Field	Description																				
<b>Reduced Price</b>	The price students with a Reduced eligibility status whose guardians have given <a href="#">permission</a> to share it with the School Store and Activity Registration pay and see in the School Store. The price can be \$0.00. To use this feature, the <b>Allow Free and Reduced Pricing</b> checkbox must be marked in the <a href="#">School Store Setup</a> and the Campus Product Permission must be enabled in <a href="#">FRAM Preferences</a> .																				
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<b>Add</b> (button)	Click the <b>Add</b> button to add another item that may be purchased for this product. In the following example, an option was added that includes an activity bus. <div data-bbox="475 887 1418 1093" style="border: 1px solid black; padding: 5px;"> <p><b>Associated Costs</b></p> <table border="1"> <thead> <tr> <th>Item Name *</th> <th>Selling Price *</th> <th>Reduced Price</th> <th>Free Price</th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="text" value="Golf Club"/></td> <td><input type="text" value="\$100.00"/></td> <td><input type="text" value="\$50.00"/></td> <td><input type="text" value="\$25.00"/></td> <td><input type="button" value="Remove"/></td> </tr> <tr> <td><input type="text" value="Golf Club &amp; Activity Bus"/></td> <td><input type="text" value="\$120.00"/></td> <td><input type="text" value="\$75.00"/></td> <td><input type="text" value="\$25.00"/></td> <td><input type="button" value="Remove"/></td> </tr> <tr> <td colspan="5"><input type="button" value="Add"/></td> </tr> </tbody> </table> </div>	Item Name *	Selling Price *	Reduced Price	Free Price		<input type="text" value="Golf Club"/>	<input type="text" value="\$100.00"/>	<input type="text" value="\$50.00"/>	<input type="text" value="\$25.00"/>	<input type="button" value="Remove"/>	<input type="text" value="Golf Club &amp; Activity Bus"/>	<input type="text" value="\$120.00"/>	<input type="text" value="\$75.00"/>	<input type="text" value="\$25.00"/>	<input type="button" value="Remove"/>	<input type="button" value="Add"/>				
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## 5. Finish



You can **NOT** complete this step if your activity requires preapproval. See the [Submit an Activity Request for Preapproval](#) topic for more information.

Review how the Activity Registration product will display for the Campus School Store. Click **Finish** to complete creating the activity and submit the activity for approval. A Notification is sent to users who have Activity Approval tool rights.

After you click Finish, the Activity is in a **Pending** status until the review begins. While it is Pending, you can **Edit** the activity or **Recall** the activity. Once your proposed activity is **In Review**, you cannot make changes.

▶ [Click here to expand...](#)

### Activity Proposal - Golf Club

✓  
 Create Activity


✓  
 Build Roster

✓  
 Form Selection

✓  
 Portal Information

5  
Finish

Please review the details of the proposed activity. Click "Finish" to submit for approval.



Golf Club will meet every MWF at 3 PM. Equipment will be provided or you can bring your own.

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**Registration Dates:** 04/05/2021 - 06/11/2021

**Activity Dates:** 04/12/2021 - 06/11/2021

**Forms to be completed (required forms indicated with" \*")**  
Forms to be added.

---

**Activity Options\***

Select Option...

**Price**

Quantity	Total Price
1	\$0.00
Recipient	

Previous

Cancel

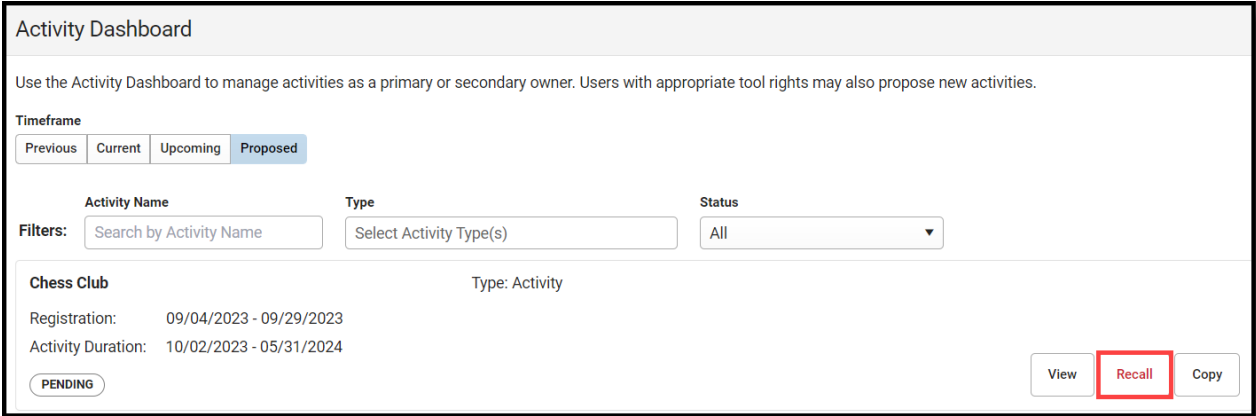
Finish

## Recall a Proposed Activity

After you submit a proposed activity for approval, the activity is in a **Pending** status until the review begins. While it is Pending, you can **Edit** the activity or **Recall** the activity. When you Recall a proposed activity, you can delete the activity or rescind your request. When you rescind your

request, the activity status returns to **Draft - Proposal** and you can make any necessary changes before re-submitting the activity for approval. Recalling an activity removes the activity from the [Activity Monitor Proposed](#) screen.

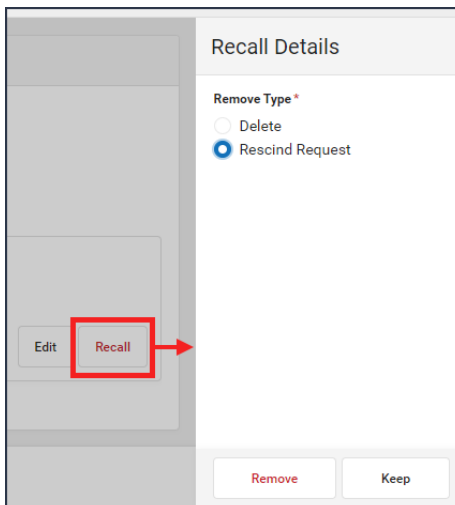
Remove and Recall buttons do not display for Secondary Activity owners even if they are given the Delete tool right.



1. Click **Recall**.

**Result**

The **Recall Details** panel displays.



2. Select **Delete** to permanently delete the proposed activity or select **Rescind Request** to recall the proposed activity.
3. Click **Remove**.

**Result**

If you selected **Delete**, Campus permanently deleted the activity. If you selected **Rescind Request**, Campus returned the activity to **Draft - Proposal** status and you can make any necessary changes.

## Edit an Activity

You can edit an activity if it is in one of the following statuses: **Draft - Proposal**, **Pending**, **Returned**, **Ready**, **Active - Registration Closed**, or **Registration Open**. To edit an activity,

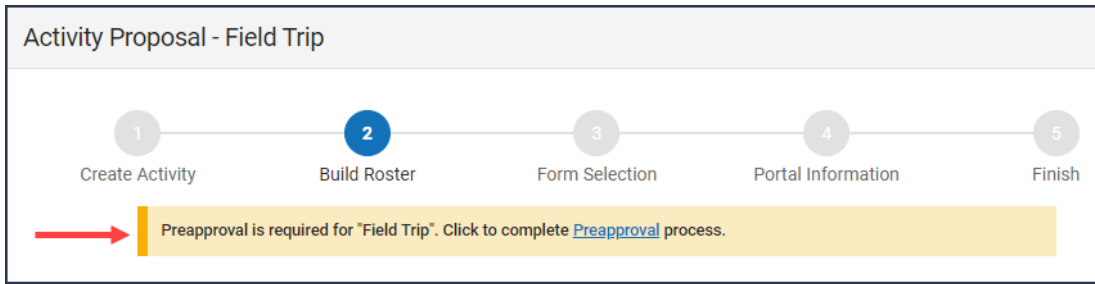
click the **Edit** button. Depending on the filter you are using; i.e., Current, Upcoming, or Proposed, the Activity Builder or the Activity Proposal screens will display and you can make any necessary changes.

Comments are available if a proposed activity is **Returned** (or **Declined**) and may help you edit your activity.

## Submit an Activity Request for Preapproval

If your activity requires preapproval before it can be submitted for review, a yellow banner displays under the progress tracker after *Step 1. Create Activity* or it displays on the Proposed tab with the status *Preapproval Required - Proposal*. You can submit your activity request for preapproval at any time but the activity must be approved before you can complete *Step 5. Finish* and submit your activity for review.

1. Click the **Preapproval** link in the banner.



**Result:** The Preapproval panel displays.

▶ [Click here to expand...](#)

Preapproval Forms	Status	Approver(s)	Comments
<a href="#">Activity Request Form A</a>	READY	Approvers	
<a href="#">Field Trip Request</a>	READY	Approvers	

2. Click the links for the **Preapproval Form(s)** (there may be more than one), fill in the required fields, and then click **Save** in the action bar. Repeat this step for each form.

▶ [Click here to expand...](#)

EVENT	Field Trip
LOCATION	State Capitol
DATE	June 6
COST	\$5
Will you be requesting financial support?	0

**Result:** The status changes to **Pending**.

3. Click **Submit**.

**Result:** The status changes to **Submitted**.

4. Click **Close** to close the panel and return to the activity.

**Result:** The activity status changes to **Preapproval Pending - Proposal**. You can continue setting up your activity or click **Cancel** to return to the Activity Dashboard.

**Tip:** You can click the **Rescind** button to make changes or cancel the activity until the Activity Approver opens the activity preapproval in the Activity Preapproval tool.

If your activity request is...	Then...
<b>Approved</b>	you will receive a notification that your activity request was approved and you may finish your Activity Request. The Activity Request is also assigned the <i>Preapproval Complete - Proposal</i> status.
<b>Returned</b>	you will receive a notification that your activity request was returned. The activity request is assigned the <i>Preapproval Returned - Proposal</i> status and Campus unlocks the custom form(s) so that you can make changes and submit the activity request again for preapproval.
<b>Declined</b>	you will receive a notification that your activity request was declined. The activity request is assigned the Preapproval Declined Status and moved to the Previous tab in the Activity Dashboard.