Overview of Activity Rosters

Last Modified on 07/08/2025 2:24 pm CDT

<u>Tips and Tricks | Differences between Activities/Athletics and Field Trip Rosters | View a Student's</u> <u>Emergency Contacts</u>

Tool Search: Activity Monitor, Activity Dashboard

The Activity Roster provides a detailed view of the students who have registered for an activity and allows you to manage the roster for current and upcoming activities. For each student on a roster, you can see the student's name, ID, grade, whether their payment and required forms are complete, and the option purchased.

Activity Roster - Intramural Sports										
	6 3 6 Auto Form Lock: 3 Total Payment Form Students Complete Complete						 (Post to Course Section: () Do Not Post to Course Section		
1	dd Individual	d Individual Students: Registration Confirmation Process:			Expand Details:			Filter:		
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	+	0	Buick, Regina (#191900003) 🗐	12	PAID			Intramural Sports	View Receipt	
	+		Ivens, Sunaina (#118431) 🖪	12				Select Purchase Details		
	+		Jeck, Hermione (#118579) 🗈	12	PAID			Intramural Sports	View Receipt	
	+		Paris, Lianne (#125668) 📳	12				Select Purchase Details		
	+		Schalk, Jackie (#129431)	12	PAID			Intramural Sports	View Receipt	
	+		Schelleg, Angela (#129585) 📳	12				Select Purchase Details		
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Tips and Tricks

- Click the **Export** button to save a copy of the roster.
 - The Excel file includes a column for each required and/or optional form. Forms are marked as TRUE when they are complete and FALSE when they are incomplete. Required forms include an asterisk (*) before the form name.
- The Export Payments option does not include transaction/service fees.
- Use the **Filter** dropdown list to limit which registrations are displayed. If no Required or Optional Forms are added in Form Selection, then those filters will not appear in the list. Filter options include the following:
 - General
 - Required Forms Complete
 - Required Uploads Complete
 - Registration Confirmed
 - Payment Status

- Paid
- Unpaid
- Refund
- Partial Refund

• Required Forms

- Awaiting Signature
- Action Required
- Complete
- Declined
- Pending Signature Request

• Required Uploads

- Approved
- Declined
- Pending Upload
- Pending Review

• Optional Forms

- Awaiting Signature
- Review Needed
- Complete
- Declined
- Pending Signature Request

• **Optional Uploads**

- Approved
- Declined
- Pending Upload
- Pending Review

Activity Roster - Intramural Sports									
6 3 6 Total Payment Form Students Complete Add Individual Students: Registration Confirmation Process:			Auto Form Lock:			Po [Filt	Post to Course Section: Do Not Post to Course Section Filter:		
Type to se	Type to search by name			OFF			Apply		
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Differences between

Activities/Athletics and Field Trip Rosters

For Activity or Athletic types registrations, students are added to the Activity Roster and the **Total Students** field is incremented as purchases are made through the School Store. Once a student has registered for an activity or athletic event, that activity no longer appears for them to purchase in School Store.

This does not occur for Field Trip activities. Instead, Campus displays the number of students returning from the Ad Hoc filter associated with the field trip, in other words, all students who are expected to register for the field trip. If you use the <u>Query Wizard</u> or a <u>Pass-Through SQL Query</u> filter, Campus updates the number of Total Students based on the filter's results. If you use the <u>Selection Editor</u> to create your filter, the number of Total Students does not change.

Science Museum, Grade 5	Type: Field Trip	114	91	91		
Registration: 08/09/2022 -		Total Students	Payment Complete	F	Form Comple	ete
Activity Duration: 08/31/2022 - 08/31/2022						
(REGISTRATION OPEN)			Roster	Edit	Remove	Сору

View a Student's Emergency Contacts

Emergency contact information for each student is available on the Roster screen. Click the button next to the student's name to quickly access contact

information in Campus.

		Select	Student	Student Grade
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r'	+		Baum, Mary (#1619000 01) 🛓	11
	+		Cressman, Lorie (#767) 🛋	10
	+		Cullen, Paris (#109428) ا	10
	+		Story, Hunter (#154500)2) 🗈	10