

# Overview of Activity Rosters

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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.

6

Total

Students

3

Payment

Complete

6

Form

Complete

Auto Form Lock:

OFF

Post to Course Section:

Do Not Post to Course Section

Add Individual Students:

Type to search by name

Registration Confirmation Process:

OFF

Expand Details:

OFF

Filter:

Apply

	Select	Student	Student Grade	Payment Status	Required Forms Complete	Registration Confirmed	Option Purchased
		<input type="text"/>					<input type="text"/>
+	<input type="checkbox"/>	Buick, Regina (#191900003)	12	PAID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Intramural Sports <span>View Receipt</span>
+	<input type="checkbox"/>	Ivens, Sunaina (#118431)	12		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Select Purchase Details
+	<input type="checkbox"/>	Jeck, Hermione (#118579)	12	PAID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Intramural Sports <span>View Receipt</span>
+	<input type="checkbox"/>	Paris, Lianne (#125668)	12		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Select Purchase Details
+	<input type="checkbox"/>	Schalk, Jackie (#129431)	12	PAID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Intramural Sports <span>View Receipt</span>
+	<input type="checkbox"/>	Schelle, Angela (#129585)	12		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Select Purchase Details

Remove

Transfer

1

25

Students per page

1 - 6 of 6 Students

Save

Save & Stay

Cancel

Export

View Removed

## 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  
Total  
Students

3  
Payment  
Complete

6  
Form  
Complete

Add Individual Students:

Registration Confirmation Process:
☐ OFF

Auto Form Lock:
☐ OFF

Expand Details:
☐ OFF


Post to Course Section:






Filter:

Select	Student	Student Grade	Payment Status	Required Forms Complete	Registration Confirmed	Option Purchased
<input type="checkbox"/>	<input type="text" value=""/>					<input type="text" value=""/>
<input type="checkbox"/>	Buick, Regina (#191900003)	12	PAID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Intramural Sports <input type="button" value="View Receipt"/>
<input type="checkbox"/>	Ivens, Sunaina (#118431)	12		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Select Purchase Details"/>
<input type="checkbox"/>	Jeck, Hermione (#118579)	12	PAID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Intramural Sports <input type="button" value="View Receipt"/>
<input type="checkbox"/>	Paris, Lianne (#125668)	12		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Select Purchase Details"/>
<input type="checkbox"/>	Schalk, Jackie (#129431)	12	PAID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Intramural Sports <input type="button" value="View Receipt"/>
<input type="checkbox"/>	Schellag, Angela (#129585)	12		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Select Purchase Details"/>

1 - 6 of 6 Students

## 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
		<input type="text"/> 	
+		Baum, Mary (#161900001) 	11
+		Cressman, Lorie (#767) 	10
+	<input type="checkbox"/>	Cullen, Paris (#109428) 	10
+		Story, Hunter (#15450002) 	10