



# Accept or Decline a Document Upload

Last Modified on 12/14/2025 8:45 pm CST

The Activity Registration Document Upload feature allows parents and students to upload a specified number of documents when registering for an activity. Uploaded documents are displayed within the Activity Roster and posted to their designated location within Infinite Campus after Activity Staff approves.

Select	Student	Student Grade	Payment Status	Required Forms Complete	Required Uploads Complete	Registrat... Confirmed	Option Purchased
<input type="checkbox"/>	Anderson, Jack (#662478) 	10	PAID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tennis (Boys) 
<div> <div>Required Forms: <b>(Required)</b></div> <div> <a href="#">School Athletic Activity Registration Form</a> </div> </div> <div> <div>Optional Uploads:</div> <div> <a href="#">Sport Physical Form</a> </div> </div> <div> <div>Optional Forms:</div> <div> <a href="#">Tennis- Recommended Equipment List</a> </div> </div> <div> <div>Approve</div> <div>Decline</div> </div>							

## Approving an Upload

Approving an upload saves and posts it to the selected post location. This is not reliant on the Registration Confirmed checkbox.

1. Select a Roster from the Activity Dashboard or Activity Monitor.
2. Click **+** to view a student's uploaded document.
3. Click **Approve**. An Approve Upload message will appear.
4. Click **Approve**. The document can now be viewed from the Roster and the selected post location.

## Declining an Upload

Declining an upload will keep the document available for viewing in the roster until a new version is uploaded. Once the new version is uploaded, the original is deleted. When you decline an uploaded form in the Activity Roster, you can add details about why it was declined in the Re-upload Instructions field (Step 4). The person who uploaded the form will see your comment in the Portal under Activity Registration > Upcoming. To find it, click the Upload Document button for that activity.

1. Select a Roster from the Activity Dashboard or Activity Monitor.
2. Click **+** to view a student's uploaded document.
3. Click **Decline**. A Decline Upload message will appear.
4. Enter any information pertaining to the decline within the Re-upload Instructions field.
5. Click **Decline**. A notification will be sent to the parent and student that the upload has been declined. The upload will appear as DECLINED within the roster and can still be viewed until a new document is uploaded.

