

Activity Registration Tool Rights

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The **Activity Registration tools** in Infinite Campus provide schools with a comprehensive system for **managing activities that require a registration process**, including registration packets/forms, payments, and rosters.

See the [Activity Registration](#) article to learn about managing Activity History for a selected student. See the [Activity Registration How-To](#) articles to learn about how each tool is used to create and manage registration activities.

Activity Dashboard

Use the Activity Dashboard to manage activities as a primary or secondary owner. Users with appropriate tool rights may also propose new activities.

Timeframe

	Activity Name	Type	Status	
Filters:	<input type="text" value="Search by Activity Name"/>	<input type="text" value="Select Activity Type(s)"/>	<input type="text" value="All"/>	<input type="checkbox"/> Prior Year Only <input type="checkbox"/> OFF

Activity Registration - Activity Dashboard

If no Roster Payment rights are granted, manual adds will have no Purchase Option, and the registration will not be confirmed by that specific user unless the student completes their registration and pays via the School Store.

Users need at least one Payment Option (Cash/Check/Credit) to record and process manual Roster Payments. If you have no access to one of those, you cannot take a payment.

- Student Information
 All
 Read
 Write
 Add
 Delete
- General
 All
 Read
 Write
 Add
 Delete
- Activity Registration**
 All
 Read
 Write
 Add
 Delete

Student Information > General > Activity Registration Tool Rights

▼ Activity Registration	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Activity Dashboard	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Activity Document Upload	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Activity Monitor	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Activity Approval	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Activity Document Upload	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Activity Roster Payments	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Payment Options	<input type="checkbox"/> All				
Cash	<input type="checkbox"/> All				
Check	<input type="checkbox"/> All				
Credit	<input type="checkbox"/> All				
Refund	<input type="checkbox"/> All				
Override	<input type="checkbox"/> All				
Transfer	<input type="checkbox"/> All				
Activity Form Cleanup	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Activity Roll Forward	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Preapproval Configuration	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Preapproval Requests	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete

Student Information > Activity Registration Tool Rights

Available Tool Rights

Subrights are in *italics*.

Student Activity Registration

The Student Activity Registration tool is a read-only view of the activities in which the student participates.

R	W	A	D
<ul style="list-style-type: none"> • Access and view the Activity Registration tool. • Search for available activities. • View required forms associated with the activity. 	N/A	N/A	N/A

Activity Registration

Activity Dashboard

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 **Remove** button for delete/cancel functions even if the Delete tool right is assigned.

R	W	A	D
<ul style="list-style-type: none"> Access and view any activities they submit or view activities for which they are listed as the activity owner. 	<ul style="list-style-type: none"> Edit the proposed activities that they have submitted. 	<ul style="list-style-type: none"> Submit proposals for new activities and copy existing activities. 	<ul style="list-style-type: none"> Remove activities that are in the Ready (Upcoming) or Draft - Proposal (Proposed) status. Recall proposed activities after they are sent for approval.
<i>Activity Document Upload</i>			
<ul style="list-style-type: none"> Upload associated activity registration forms. <p>Note: Users without granted rights can only see document titles and cannot mark the "Required Uploads Complete" checkbox.</p>	<ul style="list-style-type: none"> View, approve, decline, and override submitted forms. 	N/A	N/A

Activity Monitor

R	W	A	D
Access and view the Activity Monitor.	Modify existing draft activities.	Add new activities and copy existing activities.	Remove activities that are in the Ready (Upcoming) or Draft (Current) status.
<i>Activity Approval</i>			

R	W	A	D
Approve, return, and decline proposed activities.			
<i>Activity Document Upload</i>			
Upload associated activity registration forms. Note: Users without granted rights can only see document titles and cannot mark the "Required Uploads Complete" checkbox.	View, approve, decline, and override submitted forms.	N/A	N/A

Activity Roster Payments

R	W	A	D
View and export payment options.	Add payments, view receipts, and export payment information.	N/A	N/A
<i>Payment Options</i> <i>Right is considered ON or OFF.</i>			
Cash	<i>At least one payment option is necessary to record payments and register students for the activity.</i>		
Check			
Credit	When ON, payments of the selected type can be entered and saved.		
Refund	When ON, a refund can be entered for the activity.		
Override	When ON, the payment can override the cost of the purchase option.		
Transfer	When ON, the payment can be transferred to another activity.		

Activity Form Cleanup

R	W	A	D
View and access the Activity Form Cleanup tool.	Remove incomplete registrations.	N/A	N/A

Activity Roll Forward

R	W	A	D
N/A	N/A	Roll activities forward.	N/A

Preapproval Configuration

R	W	A	D
Access and view the Preapproval Configuration tool.	Modify existing preapproval configuration rules.	Add new preapproval rules.	Delete configuration rules.

Preapproval Requests

R	W	A	D
Access and view the Preapproval Requests tool.	Manage preapproval activity requests.	N/A	N/A

Suggested User Groups

Consider creating separate user groups based on which parts of the Activity Registration process different categories of staff are responsible for. The suggested groups are general user categories.

- [Counselors](#)
- [Front Office Staff](#)

See [User Groups and Suggested Roles](#) for more information.