

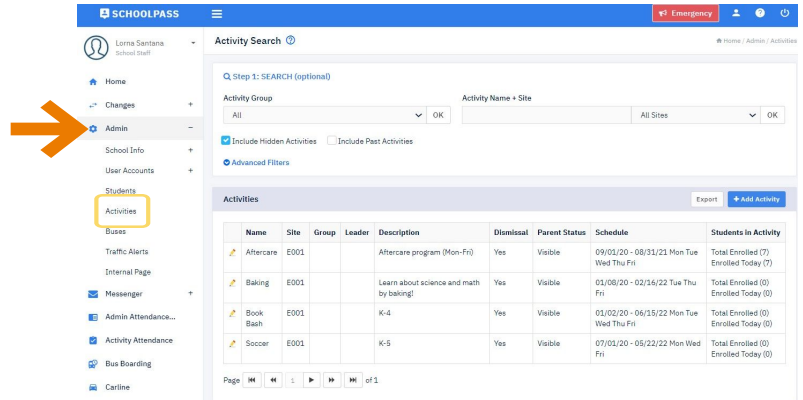


SchoolPass Admin Website

Add & Edit Activities

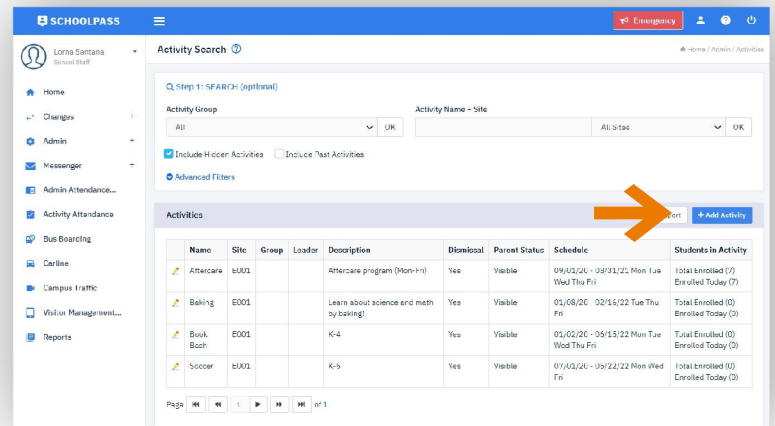
1

From the left menu, choose Admin. Then select "Activities" to populate the list of activities currently offered at your school.



2

To ADD a new Activity , click the "Add Activity" button.



3

Complete the information fields.

- Name
- Description (provide details)



Edit Activity

Activity Information

Name: Description:

Additional fields

Select Grade Level (Optional)

Kindergarten 1st Grade 2nd Grade 3rd Grade 4th Grade Pre-1st

Middle School

Send Message to Parents:

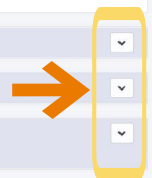
Activity Schedule:

[Total Enrolled : 0]
STUDENTS IN ACTIVITY TODAY

4

Click the arrows on the right to expand/collapse 3 other fields.

- Craft a message to parents
- Set the days & times activity is available
- NOTE: You can only enroll students once the activity has been added, so you will come back to this screen to complete that step.





SchoolPass Admin Website

Add & Edit Activities (continued)

5

Click the blue arrow next to "Additional Fields" to expand the box.

The screenshot shows the 'Edit Activity' form in the SchoolPass Admin Website. The 'Additional Fields' section is expanded, revealing various configuration options for an activity. The form includes fields for Name, Description, Activity Group, Activity Leader, Parent Visibility, Site, Parent Notification, Dismissal Instruction, Allow Move to Student, Enrollment Limit, Activity Cost, Create Custom Dismissal Method, Dismissal Session Time (for Carline), Check-in Signature Required, Check-out Signature Required, Allow Occasional Use, Check-out Only, Show on VM Station, Show at Dismissal, and Select Grade Level (Optional).

6

Use this list of "Additional Fields" descriptions to guide your customization of the new activity.

- **Activity Group** - Activities can be designated as After Care, Art, Sports, or Other.
- **Activity Leader** - Assign a staff member, if applicable.
- **Parent Visibility** - If marked as 'Hidden' parents cannot enroll their child into the activity. If "Visible", parents can enroll their child into the activity and use the "Move to" feature.
- **Site** - Select the relevant site, from those already created, for this activity.
- **Parent Notification** - If 'Disabled' is selected, parents will not receive a daily notification when the student is checked in to this activity.
- **Dismissal Instruction** - "Enabled" designates the activity as a dismissal activity.
- **Allow Move to Student** - Allows parents to use the 'Move to Student' feature, to pair their student with another student, and attend this activity. If set to 'Disabled' then the new student will not be allowed to join this activity.
- **Enrollment Limit** - Maximum number of students allowed in the activity.
- **Activity Cost** - DO NOT USE
- **Create Custom Dismissal Method** - Designate this as an Activity that appears on the main Changes menu for parents and staff. Usually reserved for activities such as Walker groups.
- **Dismissal Session Time (for Carline)** - What Dismissal session should this activity be associated with.
- **Check-in Signature Required** - Require a staff signature to check a student in to this activity.
- **Check-out Signature Required** - Require an Authorized Driver signature to check a student out of this activity.
- **Allow Occasional Use** - Allow students to participate in an activity occasionally, or to be dropped in.
- **Check-out Only** - Used for an activity where a separate activity arrival and departure time is not necessary. Most often used for students who walk home.
- **Show on VM Station** - Allows you to have students sign in and out of the activity via the Visitor Management iPad or the SchoolPass App.
- **Show at Dismissal** - Indicates that this activity takes place at the dismissal time.
- **Select Grade Level (optional)** - Allows you to restrict the ability for students to join the activity by grade.



SchoolPass Admin Website

Add & Edit Activities (continued)

7

When you finish customizing the activity, collapse the "Additional Fields". Then click "Add Activity" at the bottom of the page.

Edit Activity

Activity Information

Name: _____ Description: _____

Additional fields ▾

Select Grade Level (Optional)

Kindergarten 1st Grade 2nd Grade 3rd Grade 4th Grade Pre-1st

Middle School

Send Message to Parents ▾

Activity Schedule ▾

[Total Enrolled : 0]

STUDENTS IN ACTIVITY TODAY

Add Activity

8

To EDIT an existing Activity, click on the "pencil icon" next to the activity you want to edit to open it.

SCHOOLPASS

Activity Search

Step 1: SEARCH (optional)

Activity Group: All OK Activity Name | Site: All Sites OK

Include Hidden Activities Include Past Activities

Advanced Filters

Name	Site	Group	Leader	Description	Universal	Parent Status	Schedule	Students in Activity
Aftercare	EO01			Aftercare program (Mon-Fri)	Yes	Visible	05/02/22 - 05/13/22 Mon Tue Wed Thu Fri	Total Enrolled (2) Enrolled Today (7)
Baking	EO01			Learn about science and math by baking.	Yes	Visible	05/08/22 - 05/16/22 Tue Thu Fri	Total Enrolled (0) Enrolled Today (0)
Book Fair	1101		K-4		Yes	Visible	05/02/22 - 05/13/22 Mon Tue Wed Thu Fri	Total Enrolled (0) Enrolled Today (0)
Soccer	EO01		K-5		Yes	Visible	05/02/22 - 05/22/22 Mon Wed Fri	Total Enrolled (0) Enrolled Today (0)

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Make any changes to the Activity, paying special attention to the notes below. Then, click "Update Activity Info."

- Change the date range for any activities that will be returning next year.
- If an activity is returning next year, the students that are currently enrolled will remain enrolled.
- You will need to manually remove any students who are not returning and enroll any new students in the Activity.

Activity Information

Name: Aftercare Description: Aftercare program (Mon-Fri)

Additional fields ▾

Select Grade Level (Optional)

Kindergarten 1st Grade 2nd Grade 3rd Grade 4th Grade Pre-1st

Middle School

Update Activity Info **Duplicate**

Send Message to Parents ▾

Activity Schedule ▾

[Total Enrolled : 7]

STUDENTS IN ACTIVITY TODAY **Edit List**

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If you want to clear students from a returning activity, DUPLICATE it and then edit as necessary.