

Guide For Resubmitting Activity Registrations in “Requires Modifications”

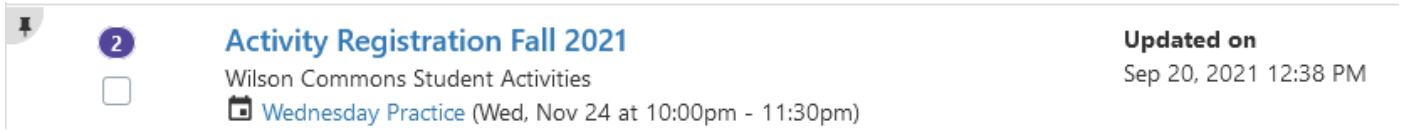
1. If you have submitted an Activity Registration and the submission looks like the one below, you will need to fully resubmit your form to continue along with your registration.

Activity Registration Fall 2021 **REQUIRES MODIFICATIONS**

2. If the modifications that are required are to the “Page 0” the first thing you are going to want to do is to go to the group that you created the event under. Once you are at your group dashboard you are going to want to click on the “Events” option.
3. After going into the event and making the required changes you can hit “Save” or “Create Event” which will bring you to the form that was submitted originally with the event. From here you are just going to want to go through the form and submit it again.
4. If you do not need to make any changes to the “Page 0” then the first step in the process is to go back to your homepage, open up the left-hand menu, click on the menu option “My Activity Menu” and underneath that option you will click on “My Surveys/Forms”.

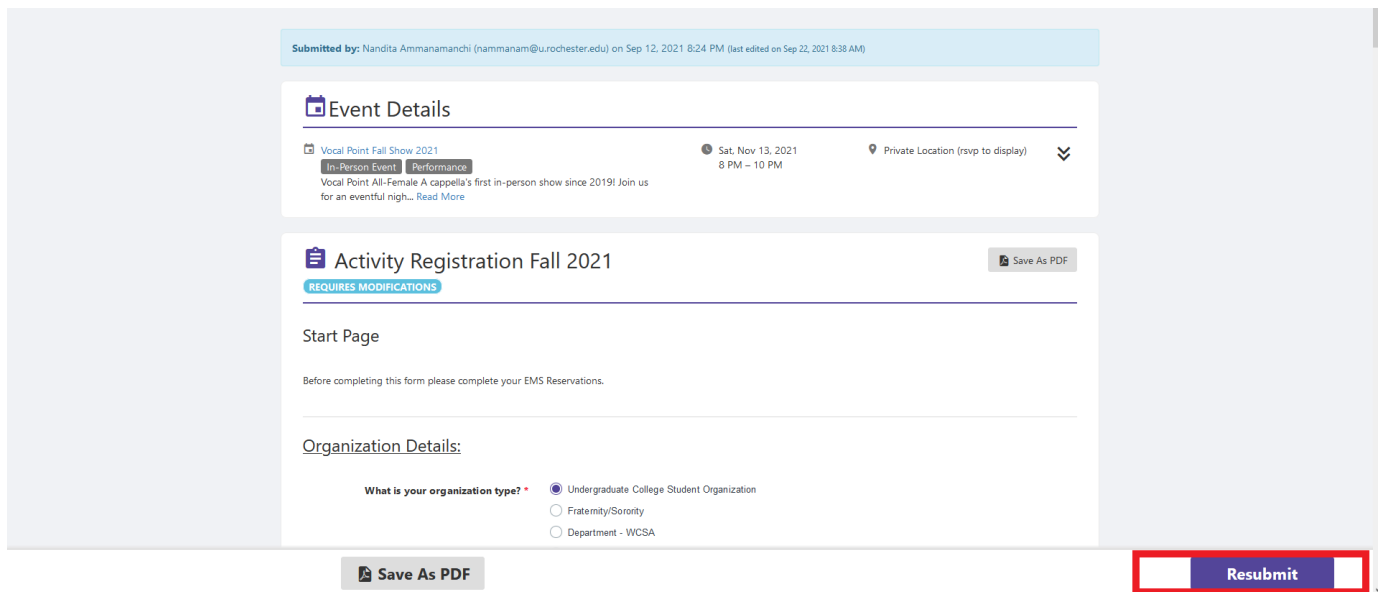
The screenshot shows the University of Rochester website interface. At the top, there is a navigation bar with 'Home', 'Groups', 'Events', 'Chats', and 'Admin'. Below this is a 'welcome' banner with the text 'explore & engage at the University of Rochester'. The main content area features 'Upcoming Events' with four event cards: 'Virtual Self-Up Event with JPenney', 'Team Formations', 'After Hours Rehearsal', and 'BCS/ Neuroscience Undergraduate Council GIM'. On the left side, there is a sidebar menu with 'My Activity Menu' and 'My Surveys/Forms' highlighted in red. The bottom of the page has three promotional banners: 'ROCHESTER TRADITIONS', 'Frequently Asked Questions', and 'Have Questions? Need Help Getting Involved?'.

- Once you have clicked on the “My Surveys/Forms” you will be taken to a page where you can view all the submissions you have made for any of the forms in CCC. To resubmit your “Activity Registration” you are going to need to find/click on the one you want to resubmit.



The screenshot shows a submission page for "Activity Registration Fall 2021". At the top left, there is a blue circle with the number "2" and a square icon. The title "Activity Registration Fall 2021" is in blue, followed by "Wilson Commons Student Activities" and "Wednesday Practice (Wed, Nov 24 at 10:00pm - 11:30pm)". On the right, it says "Updated on Sep 20, 2021 12:38 PM".

- By clicking on your specific form submission, you will be taken to a page where you will see your previous form submission answers. Once you have made the changes that spurred the “Requires Modification” status to begin with you will just need to make sure you hit the “Resubmit” button in the bottom right-hand corner. Once you click “Resubmit” your submission will automatically include any of the workflow steps necessary and you should be all set to continue through the process.



The screenshot shows the submission form for "Activity Registration Fall 2021". At the top, it says "Submitted by: Nandita Ammanamanchi (nammanam@u.rochester.edu) on Sep 12, 2021 8:24 PM (last edited on Sep 22, 2021 8:38 AM)". Below this is the "Event Details" section for "Vocal Point Fall Show 2021", which is an in-person event on Saturday, Nov 13, 2021, from 8 PM to 10 PM, at a private location. The form is marked as "REQUIRES MODIFICATIONS". The "Start Page" section contains the instruction: "Before completing this form please complete your EMS Reservations." The "Organization Details" section asks "What is your organization type?" with three radio button options: "Undergraduate College Student Organization" (selected), "Fraternity/Sorority", and "Department - WCSA". At the bottom, there are two buttons: "Save As PDF" and "Resubmit". The "Resubmit" button is highlighted with a red border.