

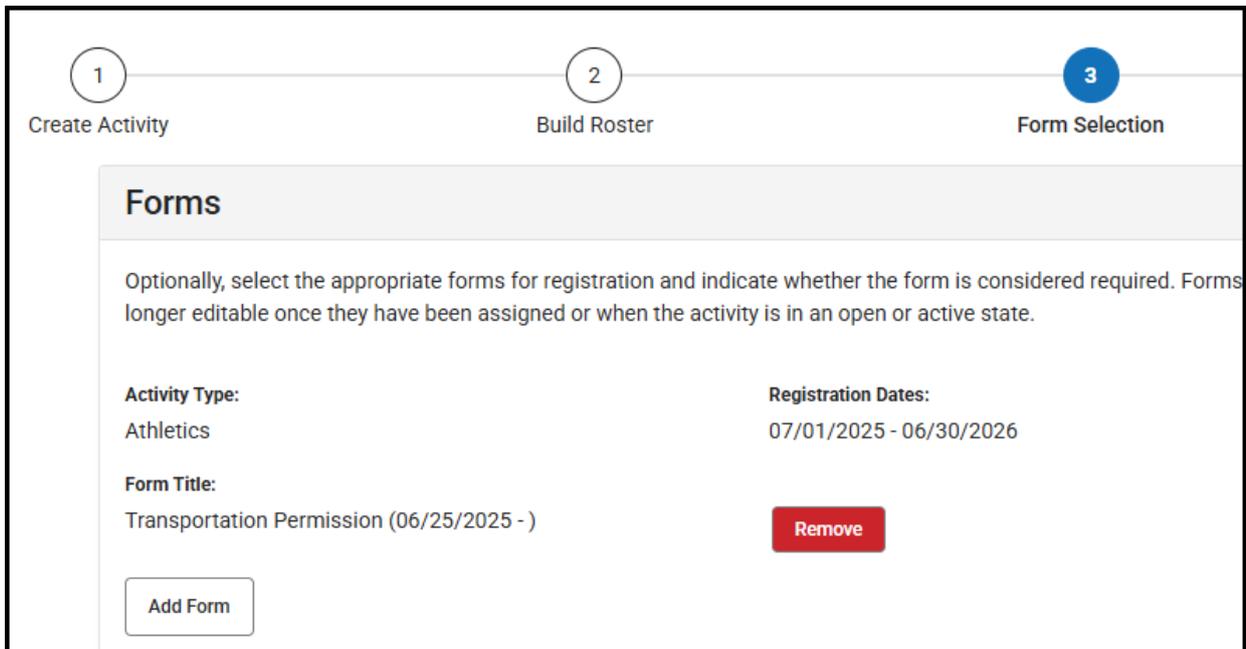
# Update or Change Activity Forms (AW Test)

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This guide explains how Activity forms can be updated or changed once registration is open. Removed forms will stop being assigned to new registrations and existing students with those forms will have them moved to "Additional Forms". If newly added forms are required, existing students will be notified and their Required Forms Complete and Registration Confirmed statuses will be unchecked, while new registrants receive only the current forms.

## Before You Start

- [Create an Activity](#)
- [Select Activity Forms](#)
- See the [Activity Registration Tool Rights](#) article for information about rights needed to use this tool.



## Add a form

1. Click **Edit** on the activity that will be updated.
2. Select 3 - Form Selection.
3. Click **Add Form**.
4. Choose the form from the Form Title drop-down and if the form is required.
5. Click **Save**. A Forms Changed alert will appear to confirm the addition.
6. Click **Continue**. Existing students will be notified if the new form is required.

## Remove a form

1. Click **Edit** on the activity that will be updated.
2. Select 3 - Form Selection.
3. Click **Remove** for each form you want to delete.
4. Click **Save**. A Forms Changed alert will appear to confirm the removal.
5. Click **Continue**. Existing students with the removed forms can view them under "Additional Forms".

## Impact

Depending on the instructions that were followed, there will either be a new form attached to the activity or a form will have been removed. Existing students will be notified and their Required Forms Complete and Registration Confirmed statuses will be unchecked.

## What's Next

- After parents or students have uploaded new forms, you can [accept or decline a document upload](#).
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