

There are 3 different options to submit late entries:

1. Administrator submits late entries for everyone who entered the day of the regatta
2. Individual accounts are given access to submit late entries after the day of the regatta
3. Registration deadline is re-opened after the regatta, anyone can enter

For Options 1 & 2, please review '[HOW TO ADD A CUSTOM ENTRY DEADLINE.](#)' If registration is closed, and you only need to grant access to your own Administrator account or a specific User, then follow the steps.

For Options 3, please review '[HOW TO EDIT A REGISTRATION DEADLINE.](#)' For this option, you will only need to adjust the Deadline Model.

HOW TO ADD A CUSTOM ENTRY DEADLINE

1. Go to regatta page, and click the "Staff" tab.

The screenshot shows the RegattaCentral website interface for a regatta event. The top navigation bar includes the RegattaCentral logo, a search icon, 'Regattas', 'Sign Up', a shopping cart icon with '2' items, and a user profile icon. Below this, the event title 'BC Jamie's Head of the Next Generation Payment Test' is displayed, along with the date 'Apr 1, 2020' and location 'Burnaby, BC (CA)'. A summary box shows 'ENTRIES 9' and 'CLUBS 3', with a 'Register' button. A navigation menu includes 'Home', 'Register', 'Schedule/Results', 'Clubs', and 'Entries'. A purple arrow points to the 'Staff' tab, which is highlighted with a purple box. An 'Edit' button is visible below the navigation menu. The 'General Information' section provides details about the venue: 'Burnaby Lake, Burnaby, BC', accompanied by a map showing the lake and surrounding area. Contact information for Claire Duesdieker is listed, including an email address and a phone number. The 'Event Classes' section is partially visible at the bottom.

- On the Administrative Dashboard, click on the “Manage” header. Then click on the “Custom Entry Deadlines” link.

- You will need to know the Account Holder’s Username. If they have the regatta on their account, they may be in the “Entrant” drop-down. In case the list is long, or they don’t have it yet, be sure to have their Username.
 - If you are planning on submitting the Late Entries yourself, you will want to input your own Username.

- Once you put in the Username, you will need to select the deadline date. After this date, the account will not be able to register.

RegattaCentral A BLUE STAR SPORTS COMPANY

Regattas Sign Up

BC Jamie's Head of the Next Generation Payment Test
Apr 1, 2020 | Burnaby, BC (CA)

ENTRIES 9 CLUBS 3 Register

Home Register Schedule/Results Clubs Entries Staff

Add Custom Deadline

Entrant: Account Holder or enter Username: ClaireTest

Deadline*: 2018-05-07 11:59 PM

Existing Custom Deadline(s)

Nothing found - sorry

Submit

Save

- Once you have selected the Date, click the green "Submit" button.
- You should receive a success message at the top of the screen, and you will see the new deadline in the list.

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Regattas Sign Up

BC Jamie's Head of the Next Generation Payment Test
Apr 1, 2020 | Burnaby, BC (CA)

ENTRIES 9 CLUBS 3 Register

Home Register Schedule/Results Clubs Entries Staff

Deadline created for user

Add Custom Deadline

Entrant: Account Holder or enter Username:

Deadline*:

Submit

Existing Custom Deadline(s)

Account Holder	Username	Email	Deadline Date	Deadline Time
<input type="checkbox"/>	Claire Duesdieker	ClaireTest	Monday, May 7, 2018	11:59 PM EDT

Showing 1 of 1 accounts

Revoke Custom Deadline(s)

7. If you would like to revoke the Custom Deadline before it expires, you will need to click on the checkbox on the left, then the "Revoke Custom Deadline(s)" button.

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Regattas Sign Up

BC Jamie's Head of the Next Generation Payment Test
Apr 1, 2020 | Burnaby, BC (CA)

ENTRIES 9 CLUBS 3 Register

Home Register Schedule/Results Clubs Entries Staff

Configuration Manage Invoice Manager Item Manager Pricing Exceptions Custom Entry Deadlines Allow Users to bypass Payment Requirement Staff & Administrators Send Email Compliance Reports

Add Custom Deadline

Entrant: Account Holder or enter Username:

Deadline*:

Submit

Existing Custom Deadline(s)

Show All Export Search:

<input type="checkbox"/>	Account Holder	Username	Email	Deadline Date	Deadline Time
<input checked="" type="checkbox"/>	Claire Duesdieker	ClaireTest	claire.dues@gmail.com	Monday, May 7, 2018	11:59 PM EDT

Showing 1 of 1 accounts

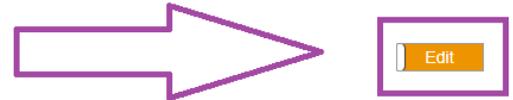
Revoke Custom Deadline(s)

Note: Timezone for deadlines is US/Eastern

HOW TO EDIT A REGISTRATION DEADLINE

1. Go to the regatta page, and click the "Edit" toggle/button.

The screenshot shows the top navigation bar of the RegattaCentral website. On the left is the RegattaCentral logo with the tagline "A BLUE STAR SPORTS COMPANY". To its right are a search icon, a "Regattas" icon, and a "Sign Up" button. On the far right are a shopping cart icon with a "1" notification and a user profile icon. Below the navigation bar is a banner for the event "BC Jamie's Head of the Next Generation Payment Test" on "Apr 1, 2020 | Burnaby, BC (CA)". To the right of the banner are statistics for "ENTRIES" (7) and "CLUBS" (3), along with a "Register" button. Below the banner is a horizontal menu with "Home", "Register", "Schedule/Results", "Clubs", and "Entries" buttons, and a "Staff" button with a gear icon on the right.



The screenshot shows the "General Information" section of the event page. It includes a "Venue" section with the location "Burnaby Lake, Burnaby, BC" and a map of the lake area. Below the map is a "Contact info" section listing "Claire Duesdieker" with her email "claire@regattacentral.com" and phone number "6143602922".

2. Scroll down on the Home Landing page, and look for the "Registration Deadlines" box on the right side.

This screenshot is identical to the one above, showing the website header and navigation bar for the same event.

Directions

The screenshot shows the "Contact info" section, which is identical to the one in the previous screenshot, listing the contact details for Claire Duesdieker.

The screenshot shows the "Event Classes" section, which is currently empty.

The screenshot shows the "Registration Deadlines" section. It features a green plus icon and the text "Add new Registration Deadline". Below that is a red plus icon and the text "Standard Edit", which is highlighted with a purple border. At the bottom, it shows the registration schedule: "Registration Opens: March 1, 2018 11:59:00 PM EST" and "Closes: May 6, 2018 12:59:00 AM EDT".



3. Click on the “Edit” link next to the applicable registration deadline. If your event has multiple registration deadlines, you will only need to adjust the relevant deadline groups.
4. You can either update the “Standard Registration” period, or create a “Late Registration” period.
 - a. If you want people registering late to incur late fees, then you will also need to update your Price Groups.

5. If you are only updating the “Standard Period,” then click on the date outlined in purple and choose the new registration end time and date.

6. Once you are finished updating the date, then click the “Save” button in the right corner.

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Regattas Sign Up

BC Jamie's Head of the Next Generation Payment Test
Apr 1, 2020 | Burnaby, BC (CA)

ENTRIES 7 CLUBS 3 Register

Home Register Schedule/Results Clubs Entries Staff

Events All Genders All Boats Edit

Wednesday April 1, 2020

1	Mixed 4x+	MIXED	4x+	CAD3.00	Submit Entry
	Current Entries: 1				
2	dadsdfasdfa	WOMENS	1x	CAD5.00	Submit Entry
	Current Entries: 3				
3	3:00 AM Womens 8+ Creating a New Event Test	WOMENS	8+	CAD5.00	Submit Entry
	Current Entries: 0				
4	9:00 AM Womens 1x	WOMENS	1x	CAD5.00	Submit Entry
	Current Entries: 3 2 Spot(s) open Entry Cap: 5				
5	9:00 AM Womens 1x	WOMENS	1x	CAD5.00	Submit Entry
	Current Entries: 1				
6	9:00 AM Womens Masters 2x	WOMENS	2x	CAD5.00	Submit Entry
	Current Entries: 1				

7. Registration will remain open until the deadline you selected; after that you will want to use a Custom Entry Deadline for specific people if they still need to enter.