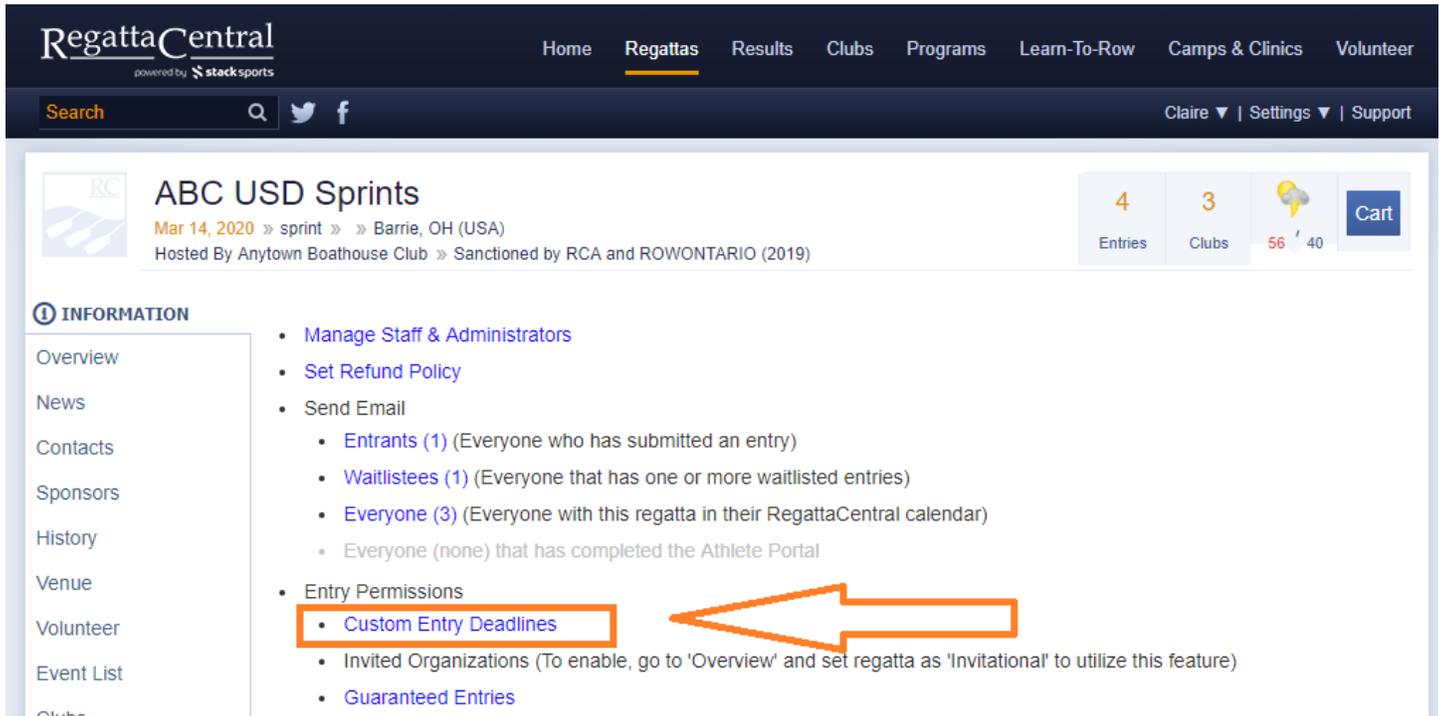


HOW TO ADD A CUSTOM ENTRY DEADLINE

1. Go to the regatta page, and click “Staff Quick Links” on the bottom of the sidebar on the left.
2. On the page that appears, look for the bullet point “Entry Permissions” and click on “Custom Entry Deadlines.”



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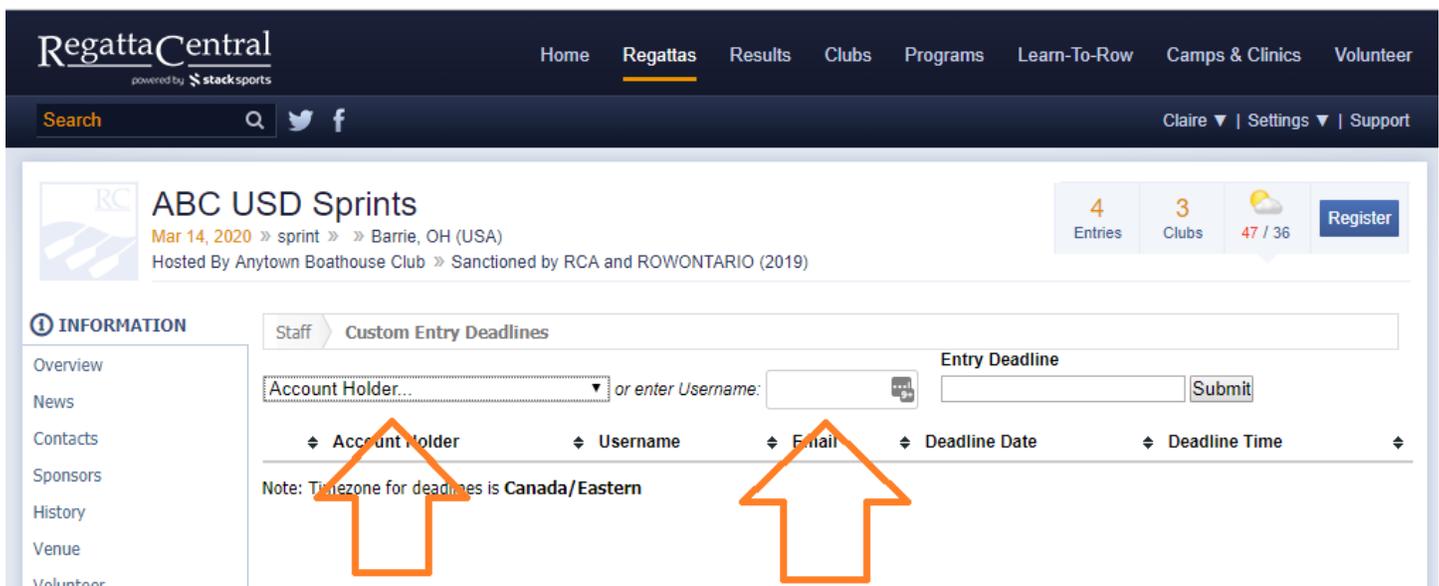
 **ABC USD Sprints**
Mar 14, 2020 » sprint » » Barrie, OH (USA)
Hosted By Anytown Boathouse Club » Sanctioned by RCA and ROWONTARIO (2019)

4 Entries 3 Clubs 56 / 40  

INFORMATION

- Manage Staff & Administrators
- Set Refund Policy
- Send Email
 - Entrants (1) (Everyone who has submitted an entry)
 - Waitlistees (1) (Everyone that has one or more waitlisted entries)
 - Everyone (3) (Everyone with this regatta in their RegattaCentral calendar)
 - Everyone (none) that has completed the Athlete Portal
- Entry Permissions
 - **Custom Entry Deadlines**
 - Invited Organizations (To enable, go to 'Overview' and set regatta as 'Invitational' to utilize this feature)
 - Guaranteed Entries

3. Either select the Account from the drop-down (they will appear there if they have already submitted entries), or input their Username.



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 **ABC USD Sprints**
Mar 14, 2020 » sprint » » Barrie, OH (USA)
Hosted By Anytown Boathouse Club » Sanctioned by RCA and ROWONTARIO (2019)

4 Entries 3 Clubs 47 / 36  

INFORMATION

Staff **Custom Entry Deadlines**

Account Holder... or enter Username: 

Account Holder Username Email Deadline Date Deadline Time

Note: Timezone for deadlines is Canada/Eastern

4. Once you select their Account or put in the Username, you will need to select the deadline date and time. After this date/time, the account will not have special access.
 - a. If early, standard, or late registration is open at the time their Custom Entry Deadline expires, then they will be able to register as normal just like everyone else.

The screenshot shows the 'ABC USD Sprints' event page. The 'Custom Entry Deadlines' section is active. The 'Account Holder' dropdown is set to 'claired'. The 'Entry Deadline' field shows '2019-04-24 11:59 pm'. A calendar pop-up is visible, showing the date '24' selected in April 2019. The time is set to '11:59 pm'. A 'Submit' button is next to the date field. An orange arrow points to the 'Submit' button, and another orange arrow points to the date and time selection area.

5. Once you have selected the date and time, click the “Submit” button.
6. You should receive a success message at the top of the screen, and you will see the new deadline in the list.

The screenshot shows the 'ABC USD Sprints' event page after a successful update. A green success message is displayed at the top: 'Deadline for Username 'claired' has been updated'. The 'Entry Deadline' field is now empty. The table below shows the updated deadline for the user 'claired'.

| Account Holder | Username | Email | Deadline Date | Deadline Time |
|---------------------------|----------|---------------------------|---------------------------|---------------|
| Claire Duesdieker Keohane | claired | claire@regattacentral.com | Wednesday, April 24, 2019 | 11:59 PM EDT |

Note: Timezone for deadlines is Canada/Eastern

7. If you would like to revoke the Custom Deadline before it expires, you will need to click on the red circle on the left side of the Account Holder Name.

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ABC USD Sprints

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Hosted By Anytown Boathouse Club » Sanctioned by RCA and ROWONTARIO (2019)

4 Entries 3 Clubs 61 / 37 [Register](#)

INFORMATION Staff Custom Entry Deadlines

Overview
News
Contacts
sponsors
History
Venue
Volunteer
Event List

Account Holder... or enter Username:

Entry Deadline

| Account Holder | Username | Email | Deadline Date | Deadline Time |
|---|----------|---------------------------|---------------------------|---------------|
|  Claire Duesdieker Keohane | claired | claire@regattacentral.com | Wednesday, April 24, 2019 | 11:59 PM EDT |

Note: Timezone for deadlines is **Canada/Eastern**