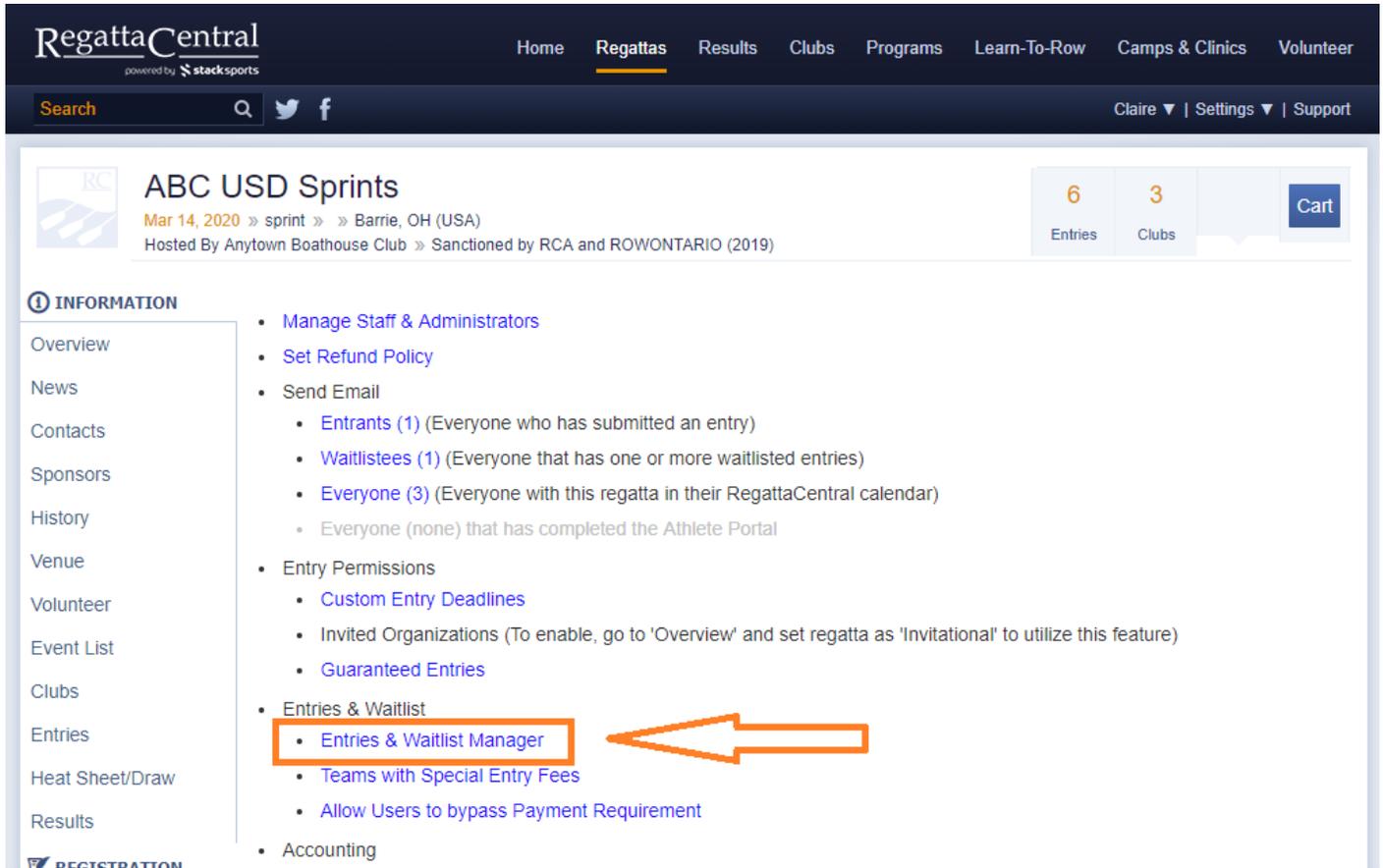


How to Scratch Boats - Administrators

1. Go to regatta page, and scroll to the bottom of the page until you see the “Staff Quick Links” link in the sidebar
 - a. You can also access this page by clicking the “Staff” link from your home page next to the regatta
2. On the Staff Quick Links page, look for the “Entries & Waitlist” bullet point, and the “Entries & Waitlist Manger” link – click that link.



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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)

6 Entries 3 Clubs 

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](#)
- [Entries & Waitlist](#)
 - [Entries & Waitlist Manager](#)
 - [Teams with Special Entry Fees](#)
 - [Allow Users to bypass Payment Requirement](#)
- [Accounting](#)

REGISTRATION

3. On the Entry Manager page, click on the Title of the event you want to scratch/delete an entry from.

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6 Entries 3 Clubs Register

Staff Entry Manager

Events

Event#	Event	Status	Entries	Cap	Accepted	Queue	Expired	Canceled	Accepted	Pending Review	Denied	Canceled
1	Womens 1x	OPEN	3	-	1	2	0	0	-	-	-	-
2	Mens 2-	OPEN	1	-	-	-	-	-	-	-	-	-
4	Mens 1x	OPEN	0	-	-	-	-	-	-	-	-	-

4. On the specific event page, look for the “Scratch” link on the right side, and click it.

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ABC USD Sprints

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6 Entries 3 Clubs Register

Staff Entry Manager Event 1: Womens 1x

Entries (3)

BoatID	Club	Boat	Bow	Rank	Avg Age	Actions	Contact
1	1 Anytown BC	duesdieker keohane, c.	Set	Set	28	scratch move	Claire Duesdieker Keohane +1 614-360-2922 claire@regattacentral.com
2	23 Anytown	braunreiter, c.	Set	Set	28	scratch move	Claire Duesdieker Keohane +1 614-360-2922 claire@regattacentral.com
3	19 Anytown	Duesdieker Keohane, C.	Set	Set	N/A	scratch move	Claire Duesdieker Keohane +1 614-360-2922 claire@regattacentral.com

5. A pop-up will appear that gives you a few options, listed below.

NOTE: Regardless of what option you choose (Scratch, Scratch with Fee, Delete), this entry and seats WILL NOT count toward the total number of seats or fees that are sent to RCA/PRA's.

- a. Scratch the entry (will still incur fees)
- b. Scratch the entry and assess a Scratch Fee (will still incur fees)
- c. Delete the entry (will not incur fees)
- d. Send Email Confirmation

The screenshot displays the RegattaCentral interface for the 'ABC USD Sprints' event. A 'Scratch Entry' modal window is open, allowing the user to choose how to handle an entry. The modal includes three radio button options: 'Mark entry as "scratched"' (selected), 'Mark entry as "scratched with fee"' (with a fee of 0.00), and 'Mark entry as "deleted"'. A fourth checkbox option, 'Send confirmation email', is checked. The email subject is 'ABC USD Sprints: Entry scratched' and the message body is pre-filled with a notification text. The background shows the event page with 6 entries and 3 clubs, and a 'Register' button.

6. Once you select on of the top 3 options, and update the email message as you see fit, click the “OK” button on the bottom to complete the process

7. This will refresh the page, and the boat will be scratched
 - a. If you decided to send an email, it will be sent
 - b. If you decided to add a scratch fee, it will be added to their invoice

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ABC USD Sprints

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6

3

Entries
Clubs

Register

INFORMATION

- Overview
- News
- Contacts
- Sponsors
- History
- Venue
- Volunteer
- Event List
- Clubs
- Entries
- Heat Sheet/Draw
- Results

REGISTRATION

- Dates & Deadlines
- Rules & Eligibility
- Registration Form
- Mv Entries

Entry has been scratched

Staff
Entry Manager
Event 1: Womens 1x

Entries (2)

BoatID	Club	Boat	Bow	Rank	Avg Age	Actions	Contact
1	23 Anytown	braunreiter, c.	Set	Set	28	scratch move	Claire Duesdieker Keohane +1 614-360-2922 claire@regattacentral.com
2	19 Anytown	Duesdieker Keohane, C.	Set	Set	N/A	scratch move	Claire Duesdieker Keohane +1 614-360-2922 claire@regattacentral.com

Waitlist Requests

Scratched/Deleted Entries

BoatID	Club	Status	Boat	Rank	Avg Age	Actions	Contact	Phone	Email
1	1 Anytown Boathouse Club [TEST]	SCR	duesdieker keohane, c.		28	restore	Claire Duesdieker Keohane	+1 614-360-2922	claire@regattacentral.com