HOW TO SUBMIT LATE ENTRIES

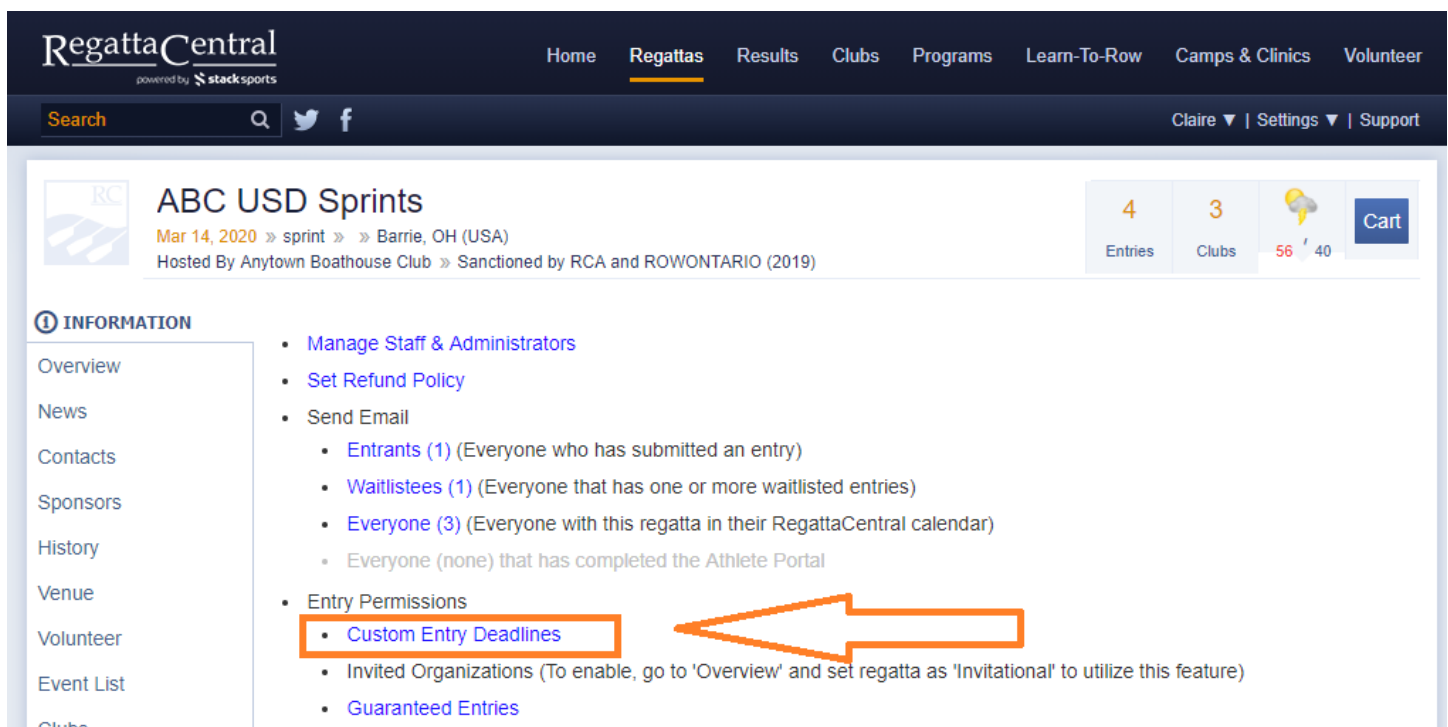There are 3 different options to submit late entries:
1. Administrator submits late entries for everyone who entered the day of the regatta
2. Individual accounts are given access to submit late entries after the day of the regatta
3. Registration deadline is re-opened after the regatta, anyone can enter

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 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."


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

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.

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.

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.

HOW TO EDIT A REGISTRATION DEADLINE

1. Go to the regatta page, and click the "Dates & Deadlines" page on the sidebar

2. Click on the "Edit" button for the applicable registration deadline. If your event has multiple registration deadlines, you will only need to adjust the relevant deadline groups.

3. 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.

4. If you are only updating the "Standard Registration," then click on the date outlined in purple and choose the new registration end time and date.
    a. If you want to "Allow Late Registration" then click the "No" next to "Allow Late Registration" and select the open date/time and close date/time for the Late Period.

5. Once you are finished updating the date, then click the "Save" button in the right corner.

6. 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.