

## 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 the event "BC Jamie's Head of the Next Generation Payment Test" on Apr 1, 2020, in Burnaby, BC (CA). The top navigation bar includes the RegattaCentral logo, a search icon, "Regattas", "Sign Up", a shopping cart with 2 items, and a user profile icon. Below the header, the event details are displayed: "RC BC Jamie's Head of the Next Generation Payment Test Apr 1, 2020 | Burnaby, BC (CA)". To the right, there are statistics for "ENTRIES 9" and "CLUBS 3", along with a "Register" button. A navigation menu below the header includes "Home", "Register", "Schedule/Results", "Clubs", "Entries", and "Staff". A purple arrow points to the "Staff" tab, which is highlighted with a purple box. An "Edit" button is visible to the right of the navigation menu. Below the navigation menu, there is a "General Information" section with a "Venue" card showing "Burnaby Lake Burnaby, BC" and a map snippet.

2. On the Administrative Dashboard, click on the "Manager" header. Then click on the "Custom Entry Deadlines" link.

The screenshot shows the RegattaCentral Administrative Dashboard. The top navigation bar is identical to the previous screenshot. Below the header, the event details are displayed: "RC BC Jamie's Head of the Next Generation Payment Test Apr 1, 2020 | Burnaby, BC (CA)". To the right, there are statistics for "ENTRIES 9" and "CLUBS 3", along with a "Register" button. A navigation menu below the header includes "Home", "Register", "Schedule/Results", "Clubs", "Entries", and "Staff". The "Staff" tab is highlighted with a gear icon. Below the navigation menu, there is a "Configuration" sidebar on the left with a "Manage" section. The "Manage" section includes "Invoice Manager", "Item Manager", "Pricing Exceptions", "Custom Entry Deadlines" (highlighted with a purple box), "Allow Users to bypass Payment Requirement", and "Staff & Administrators". To the right of the sidebar, there are four summary cards: "Estimated Income 4", "Accounts with Entries 2", "Accounts w/Open Balances 1", and "Staff & Administrators 6". Below these cards, there are two charts: "Estimated # of Participants (14 Total)" and "Number of Seats (13 Total)". The "Estimated # of Participants" chart is a pie chart with a purple arrow pointing to a slice. The "Number of Seats" chart is a bar chart showing the number of seats for "Singles (1x)", "Doubles (2x-)", and "Fours (4x-+)" categories.

- 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.

**RegattaCentral** A BLUE STAR SPORTS COMPANY

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:

Deadline\*:

Submit

**Existing Custom Deadline(s)**

Show All Export Search

Account Holder	Username	Email	Deadline Date	Deadline Time
Nothing found - sorry				

No accounts available

Revoke Custom Deadline(s)

- Once you put in the Username, you will need to select the deadline date. After this date, the account will not have special access.
  - 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.

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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

Submit

**Existing Custom Deadline(s)**

Show All Export Search

Account Holder	Username	Email	Deadline Date	Deadline Time
Nothing found - sorry				

No accounts available

Revoke Custom Deadline(s)

Note: Timezone

Time: 11:59 PM

Hour Minute

Now Save

5. Once you have selected the Date, click the green "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.

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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

Deadline created for user

**Add Custom Deadline**

Entrant: Account Holder or enter Username: [input] [lock]

Deadline\*: [input] Submit

**Existing Custom Deadline(s)**

Show All Export Search [input]

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

Showing 1 of 1 accounts << < 1 > >>

Revoke Custom Deadline(s)

Note: Timezone for deadlines is US/Eastern

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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ENTRIES 9 CLUBS 3 Register

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**Add Custom Deadline**

Entrant: Account Holder or enter Username: [input] [lock]

Deadline\*: [input] Submit

**Existing Custom Deadline(s)**

Show All Export Search [input]

<input checked="" 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 << < 1 > >>

Revoke Custom Deadline(s)

Note: Timezone for deadlines is US/Eastern