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.