

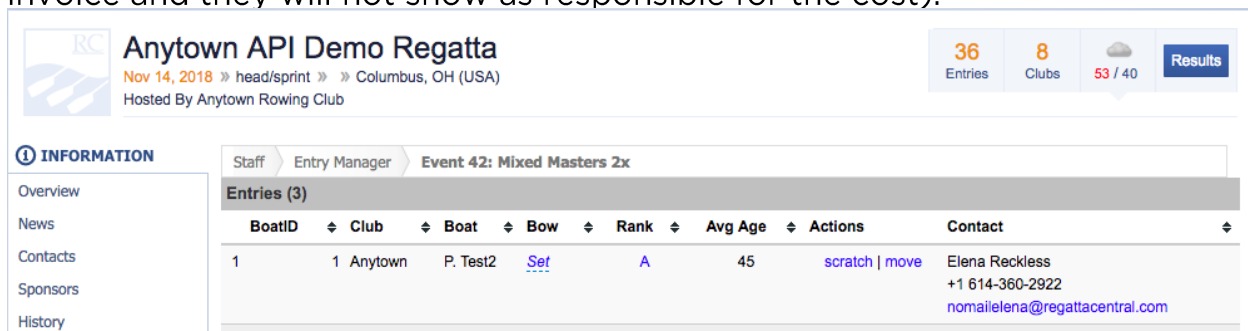
## RegattaCentral Post-Regatta, Pre-Certification Guide

There are a few steps which you will need to take to ensure the information in RegattaCentral is accurate and completed before you can take the steps to remit the money to yourself, potentially a PRA, or RCA. Once the regatta is Certified, you will no longer be able to do the tasks listed below. These 3 considerations are:

### 1. After the Regatta, mark any entries that did not compete as Scratched/Deleted on RegattaCentral

This can be done by going to the “Staff Quick Links” page and then navigating to the “Entries & Waitlist Manager” page. From there, click on the event title of the event that had scratched boats. On the list of entries in that event, look for the club and Boat ID if possible. Once you find the boat, click on the “scratch” link on the right side, and mark it as scratched or deleted. Neither scratched nor deleted boats contribute to total seat number. Only boats that are “OK” contribute to the total seat number and therefore seat fees.

(note: Scratched means it will still appear on their invoice and they will show as responsible for the cost while Deleted means it will be removed from their invoice and they will not show as responsible for the cost).



**Anytown API Demo Regatta**  
 Nov 14, 2018 » head/sprint » Columbus, OH (USA)  
 Hosted By Anytown Rowing Club

36 Entries | 8 Clubs | 53 / 40 | Results

INFORMATION

Staff > Entry Manager > Event 42: Mixed Masters 2x

Entries (3)


BoatID	Club	Boat	Bow	Rank	Avg Age	Actions	Contact
1	1 Anytown	P. Test2	Set	A	45	scratch   move	Elena Reckless +1 614-360-2922 nomail@regattacentral.com

### 2. Enter any late or day-of entries into RegattaCentral

This can be done 2 ways:

1. Open the registration from the “Dates & Deadlines” page found on the sidebar, and request that coaches/registrants input their late or day-of entries into RegattaCentral.
2. Create a custom entry deadline from the “Custom Entry Deadline” page found on the “Staff Quick Links” page. Going over the “Account Holder” drop-down menu will allow the selection of a person’s RegattaCentral Username to select and grant them access to submit entries from the moment the event is created until the deadline set.

Either of these can also be done by the Regatta Director if you have all the information (club name(s) and athlete name(s)) for events that had additional entries. The only drawback to the Regatta Director doing the entries is that the entries will be connected to the Regatta Director’s account, instead of the account of the actual coach/registrant. There is no way to add an entry to someone else’s account.



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**INFORMATION**

Overview

News

Contacts

Sponsors

Staff Custom Entry Deadlines

Account Holder...

or enter Username:

Entry Deadline

Account Holder	Username	Email	Deadline Date	Deadline Time
- Claire Duesdieker Keohane	claired	claire@regattacentral.com	Sunday, March 31, 2019	11:59 PM EDT

### 3. Ensure that any coaches/registrants who intend to make online payments have done so

If a coach/registrant has an outstanding balance and wants to pay using their Credit Card online, then they will need to log-in and make payment online. They can access their invoice by logging in, and clicking the “Previous” tab under Regatta Calendar & Entries. Under the regatta’s name, there will be a direct link to their invoice with payment options.