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

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

   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

6. Once you select one 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