

HOW TO SUBMIT LATE ENTRIES

There are 3 different options to submit late entries:

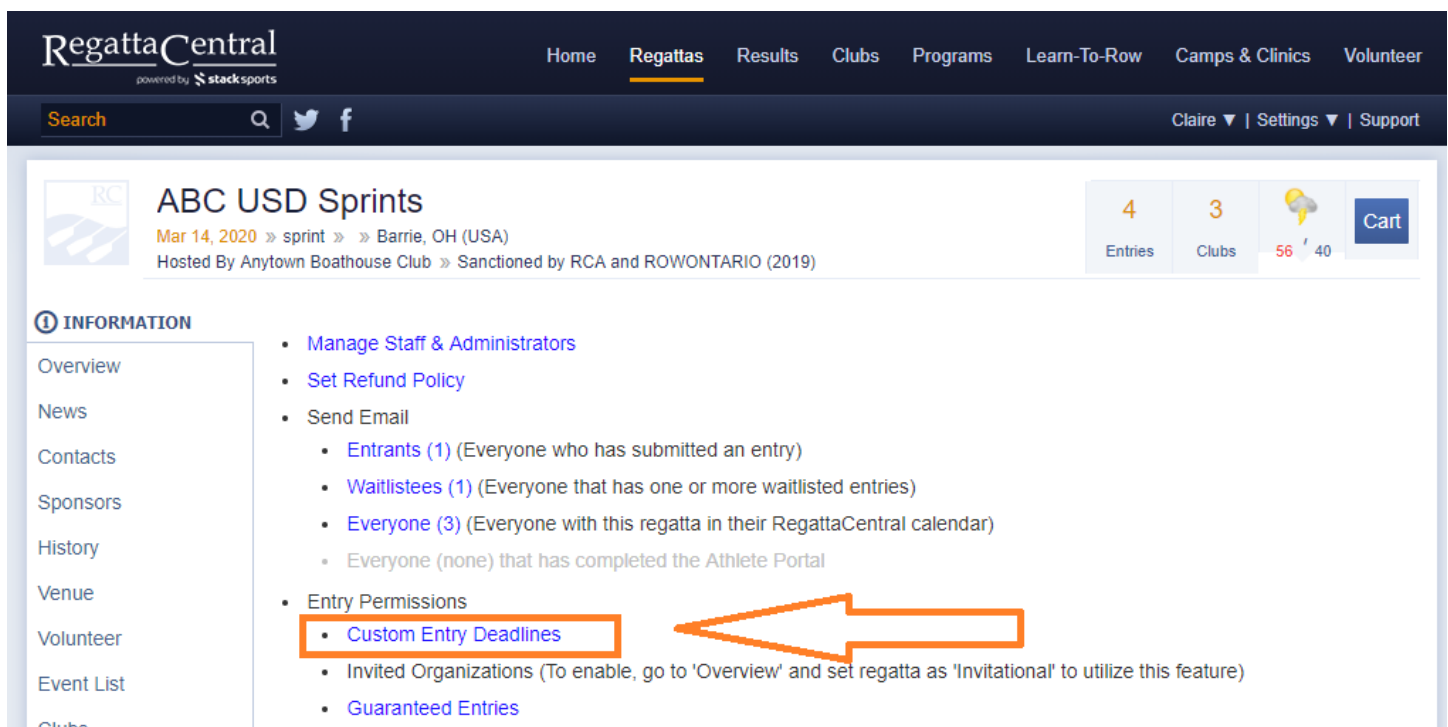
1. Administrator submits late entries for everyone who entered the day of the regatta
2. Individual accounts are given access to submit late entries after the day of the regatta
3. Registration deadline is re-opened after the regatta, anyone can enter


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."





RegattaCentral
powered by 

Home Regattas Results Clubs Programs Learn-To-Row Camps & Clinics Volunteer

Search    Claire ▾ | Settings ▾ | Support

 **ABC USD Sprints**
Mar 14, 2020 » sprint » Barrie, OH (USA)
Hosted By Anytown Boathouse Club » Sanctioned by RCA and ROWONTARIO (2019)

4 Entries 3 Clubs 56 / 40  

INFORMATION

- [Manage Staff & Administrators](#)
- [Set Refund Policy](#)
- [Send Email](#)
 - [Entrants \(1\)](#) (Everyone who has submitted an entry)
 - [Waitlistees \(1\)](#) (Everyone that has one or more waitlisted entries)
 - [Everyone \(3\)](#) (Everyone with this regatta in their RegattaCentral calendar)
 - Everyone (none) that has completed the Athlete Portal
- [Entry Permissions](#)
 - [Custom Entry Deadlines](#)
 - [Invited Organizations](#) (To enable, go to 'Overview' and set regatta as 'Invitational' to utilize this feature)
 - [Guaranteed Entries](#)

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

RegattaCentral powered by stacksports

Home **Regattas** Results Clubs Programs Learn-To-Row Camps & Clinics Volunteer

Search Claire | Settings | Support

ABC USD Sprints
Mar 14, 2020 » sprint » » Barrie, OH (USA)
Hosted By Anytown Boathouse Club » Sanctioned by RCA and ROWONTARIO (2019)

4 Entries 3 Clubs 47 / 36 Register

INFORMATION

Staff Custom Entry Deadlines

Account Holder... or enter Username: Submit

Account Holder Username Email Deadline Date Deadline Time

Note: Timezone for deadlines is Canada/Eastern

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.

RegattaCentral powered by stacksports

Home **Regattas** Results Clubs Programs Learn-To-Row Camps & Clinics Volunteer

Search Claire | Settings | Support

ABC USD Sprints
Mar 14, 2020 » sprint » » Barrie, OH (USA)
Hosted By Anytown Boathouse Club » Sanctioned by RCA and ROWONTARIO (2019)

4 Entries 3 Clubs 47 / 36 Register

INFORMATION

Staff Custom Entry Deadlines

Account Holder... or enter Username: claired Submit

Account Holder Username Email Deadline Date Deadline Time

Note: Timezone for deadlines is Canada/Eastern

2019-04-24 11:59 pm

April 2019

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Time 11:59 pm

Hour Minute

Now Done

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.

RegattaCentral powered by stack sports

Home Regattas Results Clubs Programs Learn-To-Row Camps & Clinics Volunteer

Search Claire | Settings | Support

ABC USD Sprints

Mar 14, 2020 » sprint » » Barrie, OH (USA)
Hosted By Anytown Boathouse Club » Sanctioned by RCA and ROWONTARIO (2019)

4 Entries 3 Clubs 47 / 36 Register


INFORMATION

Overview News Contacts Sponsors History Venue Volunteer Event List

Staff Custom Entry Deadlines

Deadline for Username 'claired' has been updated

Account Holder... or enter Username: Submit

Account Holder	Username	Email	Deadline Date	Deadline Time
 Claire Duesdieker Keohane	claired	claire@regattacentral.com	Wednesday, April 24, 2019	11:59 PM EDT

Note: Timezone for deadlines is **Canada/Eastern**

- 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.

RegattaCentral powered by stack sports

Home Regattas Results Clubs Programs Learn-To-Row Camps & Clinics Volunteer

Search Claire | Settings | Support

ABC USD Sprints

Mar 14, 2020 » sprint » » Barrie, OH (USA)
Hosted By Anytown Boathouse Club » Sanctioned by RCA and ROWONTARIO (2019)


4 Entries 3 Clubs 61 / 37 Register

INFORMATION

Overview News Contacts **Sponsors** History Venue Volunteer Event List

Staff Custom Entry Deadlines

Account Holder... or enter Username: Submit

Account Holder	Username	Email	Deadline Date	Deadline Time
 Claire Duesdieker Keohane	claired	claire@regattacentral.com	Wednesday, April 24, 2019	11:59 PM EDT

Note: Timezone for deadlines is **Canada/Eastern**

HOW TO EDIT A REGISTRATION DEADLINE

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

The screenshot shows the RegattaCentral website interface. At the top, there is a navigation bar with the logo 'RegattaCentral powered by stacksports' and menu items: Home, Regattas (underlined), Results, Clubs, Programs, Learn-To-Row, Camps & Clinics, and Volunteer. Below the navigation bar is a search bar and social media icons for Twitter and Facebook. On the right side of the top bar, it says 'Claire | Settings | Support'.

The main content area features a header for the event 'ABC USD Sprints' with a date 'Mar 14, 2020' and location 'Barrie, OH (USA)'. It also indicates it is hosted by 'Anytown Boathouse Club' and sanctioned by 'RCA and ROWONTARIO (2019)'. There are two statistics boxes: '4 Entries' and '3 Clubs'.

Below the header is a sidebar on the left with an 'INFORMATION' section containing links for Overview, News, Contacts, Sponsors, History, Venue, Volunteer, and Event List. The main content area is titled 'Dates & Deadlines' and includes a 'CREATE DEADLINE GROUP' button. A table shows registration details:

STANDARD REGISTRATION		GENERAL DATES	
Opens	March 1, 2019 @ 11:59 PM EST	Payments Due	At Time of Registration
Closes	April 30, 2019 @ 11:59 PM EDT		

At the bottom of the table, it says 'Timezone: Canada/Eastern Change'. There are 'EDIT' and 'DELETE' buttons next to the table.

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.

The screenshot shows the 'Edit Deadline Group' form for 'ABC USD Sprints'. The form is divided into several sections: 'Registration Periods' and 'General Settings'. In the 'Registration Periods' section, the 'Standard Registration' dates are '2019-03-01 11:59 PM' and '2019-04-30 11:59 PM'. The 'Allow Late Registration' dropdown is set to 'No'. In the 'General Settings' section, there are fields for 'Line-Ups Due', 'Payment Due', and 'Waiver Due', each with a 'Due Date & Time' input. The 'Display Entries' dropdown is set to 'Immediately'. On the right side of the form, there is a list of events with checkboxes: 'Select All Events' (5 of 5), 'Select All Unassigned Events', 'Womens 1x', 'Mens 2-', 'Mixed 1x', 'Mens 1x', and 'Womens 4+'. The 'Save' and 'Cancel' buttons are located at the bottom right of the form. A purple box highlights the 'Standard Registration' end date, and an orange box highlights the 'Allow Late Registration' dropdown. A purple arrow points from the purple box to the 'Allow Late Registration' dropdown, and an orange arrow points from the orange box to the 'Allow Late Registration' dropdown.

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.