


# (7) Entries & Waitlist Manager

 Note: This page is for regatta organizers who have staff access to their regatta.

## Overview

The Entries & Waitlist Manager allows regatta administrators to move entries to other events, scratch entries, and manage waitlist requests. There is a step-by-step guide on how to navigate this feature below for your convenience.

## How to Use the Waitlist Manager

The Waitlist Manager can be used to accept or cancel requests from the waitlist queue. If accepted, a confirmation email with editable text can be sent to the account holder with instructions to login to their RC account to complete the entry process and submit payment. Follow the steps below to use the Waitlist Manager.

1. Go to [RegattaCentral](#) and Login.



a.

2. Select the regatta you want to view from the regatta calendar on the left of your dashboard. Click on '**Staff**'



a.

3. Click the **Entries & Waitlist Manager** under **Entries and Waitlist** on the staff page
  - [Manage Staff & Administrators](#)
  - [Set Refund Policy](#)
  - [Send Email](#)
    - [Entrants \(none\)](#) (Users with one or more entries, excl. waitlisted and scratched entries)
    - [Waitlistees \(none\)](#) (Users with one or more unaccepted waitlisted entries)
    - [Everyone \(3\)](#) (Everyone with this regatta in their RegattaCentral calendar)
  - [Entry Permissions](#)
    - [Custom Entry Deadlines](#)
    - [Invited Organizations](#) (To enable, go to 'Overview' and set regatta as 'Invitational' to utilize this feature)
    - [Guaranteed Entries](#) (To enable, configure at least one event to use Petition or Application process)
  - [Entries & Waitlist](#)
    - [Entries & Waitlist Manager](#)
    - [Teams with Special Entry Fees](#)
    - [Allow Users to bypass Payment Requirement](#)
4. On the **Entry Manager** page, there are **Accepted**, **Queue**, **Expired** and **Canceled** columns under '**Waitlists**'
  - a. Important note: these columns will not populate if Waitlists are not set up for your regatta.

Events													
Event#	Event	Process/Status	Entries	Cap	Waitlists				Petitions				
					Accepted	Queue	Expired	Canceled	Accepted	Undecided	Denied	Expired	Canceled
1	Womens Collegiate 2-	Open	3	-	-	-	-	-	-	-	-	-	-
2	Mens Masters 2x	Open	1	-	-	-	-	-	-	-	-	-	-
3	Womens Jr 1x	Full	6	7	1	2	0	0	-	-	-	-	-
4	Mens 1x (UNDER 17 AGE Model)	Open	1	-	-	-	-	-	-	-	-	-	-
5	Mens Quadruple Scull	Open	0	-	-	-	-	-	-	-	-	-	-
6	Mens Single Scull (handicap 5)	Open	3	-	-	-	-	-	-	-	-	-	-
7	Womens Double Scull	Open	1	-	-	-	-	-	-	-	-	-	-
8	Mens 8+ (Petition Required)	Petition/Qualify	0	-	-	-	-	-	0	1	0	0	0
9	Mens 2x (Guarantee Entry)	Open	0	-	-	-	-	-	-	-	-	-	-
10	Mens Collegiate 2- (CLUB CAP 2)	Open	1	12	0	0	0	0	-	-	-	-	-

- b.
- c. **Accepted:**
  - i. column indicates the number of requests that have been accepted by the regatta host and are pending submission by the account holder
- d. **Queue**
  - i. column indicates the number of active requests on the waitlist
- e. **Expired**
  - i. column indicates the number of waitlist requests that were expired because the account holder did not complete the entry in a timely manner
- f. **Canceled**
  - i. column indicates the number of waitlist requests that have been canceled by the regatta host or the account holder

- 5. Click **the name of the event** you would like to manage
- 6. Scroll to the bottom of the page to view the **'Waitlist Requests'** section

Waitlist Requests							
BoatID	Club	Boat	GEC Code	Actions	Contact	Phone	Email
1	44 TEST - RC	Pending submission		<a href="#">Expire</a>	Traci Stocker	+1 614-774-3052	<a href="mailto:traci@regattacentral.com">traci@regattacentral.com</a>
2	78 TEST - RC	1st in queue		<a href="#">Accept</a>   <a href="#">Cancel</a>	Amanda Jones	+1 614-555-5555	<a href="mailto:amanda@regattacentral.com">amanda@regattacentral.com</a>
3	79 TEST - RC	2nd in queue		<a href="#">Accept</a>   <a href="#">Cancel</a>	Amanda Jones	+1 614-555-5555	<a href="mailto:amanda@regattacentral.com">amanda@regattacentral.com</a>

- a.
- b. Click either **'Accept'** to accept the request or **'Cancel'** to cancel the request
- 7. After the request has been either accepted or canceled, a confirmation email can be sent to the account holder who submitted the request. If you do not wish to send a confirmation email, un-check the Send confirmation email box.

**Accept Waitlist Request**

Accept waitlist request? NOTE: Once accepted, the account will need to login and complete submission of the entry.

Send confirmation email

**Subject:** Anytown Demo Regatta: Waitlist request ACCEPTED.

**Cc:** support@regattacentral.com

**Message:** RC Staff Person,  
Your waitlist request for Anytown Rowing Club in event14, Mens Masters 2x) has been accepted. To complete this entry, login to your RegattaCentral account and proceed to

- a.
- 8. Make any desired changes to the text of the email and click **'OK'** to send the email and/or complete the action.
- 9. Once a request is accepted, it will listed as Pending Submission until the account holder logs into their RC account and completes the entry process. If a deadline for entry submission has been given and the status is still Pending Submission, click the Expire link to cancel acceptance into the regatta.

Waitlist Requests					
BoatID	Club	Boat	Avg Age	Actions	Contact
1	254 Anytown Rowing Club	Pending submission		<a href="#">Expire</a>	RC Staff Person

- a.
- b. A confirmation email can be sent to the account holder informing them of the expiration of the request. Directions for Scratching or Moving an Entry

# How to Scratch or Move an Entry

1. Go to [RegattaCentral](#) and Login.
2. Select the regatta you want to view from the regatta calendar on the left of your dashboard. Click on **'Staff'**
3. Click the **Entries & Waitlist Manager** under **Entries and Waitlist** on the staff page
  - [Manage Staff & Administrators](#)
  - [Set Refund Policy](#)
  - Send Email
    - Entrants (none) (Users with one or more entries, excl. waitlisted and scratched entries)
    - Waitlistees (none) (Users with one or more unaccepted waitlisted entries)
    - **Everyone (3)** (Everyone with this regatta in their RegattaCentral calendar)
  - Entry Permissions
    - [Custom Entry Deadlines](#)
    - Invited Organizations (To enable, go to 'Overview' and set regatta as 'Invitational' to utilize this feature)
    - Guaranteed Entries (To enable, configure at least one event to use Petition or Application process)
  - Entries & Waitlist
    - **Entries & Waitlist Manager**
    - [Teams with Special Entry Fees](#)
    - [Allow Users to bypass Payment Requirement](#)

- a. On the **Entry Manager** page, click the name of the event you wish to manage

Events													
Waitlists										Petitions			
Event#	Event	Process/Status	Entries	Cap	Accepted	Queue	Expired	Canceled	Accepted	Undecided	Denied	Expired	Canceled
1	Womens Collegiate 2-	Open	3	-	-	-	-	-	-	-	-	-	-
2	Mens Masters 2x	Open	1	-	-	-	-	-	-	-	-	-	-
3	Womens Jr 1x	Full	5	7	1	2	0	0	-	-	-	-	-
4	Mens 1x (UNDER 17 AGE Model)	Open	1	-	-	-	-	-	-	-	-	-	-
5	Mens Quadruple Scull	Open	0	-	-	-	-	-	-	-	-	-	-
6	Mens Single Scull (handicap 5)	Open	3	-	-	-	-	-	-	-	-	-	-
7	Womens Double Scull	Open	1	-	-	-	-	-	-	-	-	-	-
8	Mens 8+ (Petition Required)	Petition/Qualify	0	-	-	-	-	-	0	1	0	0	0
9	Mens 2x (Guarantee Entry)	Open	0	-	-	-	-	-	-	-	-	-	-

- a. In the **Entries** section, there are **'scratch'**, **'move'** links in the **Actions** column. *Please note no personal identifying information is being shared here.*

Event 3: Womens Jr 1x									
Entries (5)									
BoatID	Club	Bow	Boat	Rank	Avg Age	Actions	Contact	Phone	Email
1	12 Anytown Rowing Club	Set	T. Stocker		46	<a href="#">scratch</a>   <a href="#">move</a>	Traci Stocker	6143602922	<a href="mailto:traci.stocker@yahoo.com">traci.stocker@yahoo.com</a>
2	39 TEST - RC	Set	a. jones		24	<a href="#">scratch</a>   <a href="#">move</a>	Traci Stocker	+1 614-774-3052	<a href="mailto:traci@regattacentral.com">traci@regattacentral.com</a>
3	42 TEST - RC	Set	A. Jones-Test5		25	<a href="#">scratch</a>   <a href="#">move</a>	Amanda Jones	+1 614-555-5555	<a href="mailto:amanda@regattacentral.com">amanda@regattacentral.com</a>
4	21 TEST - RC	Set	A. Test2		24	<a href="#">scratch</a>   <a href="#">move</a>	Amanda Jones	+1 614-555-5555	<a href="mailto:amanda@regattacentral.com">amanda@regattacentral.com</a>
5	23 TEST - RC	Set	E. Reckless		26	<a href="#">scratch</a>   <a href="#">move</a>	Amanda Jones	+1 614-555-5555	<a href="mailto:amanda@regattacentral.com">amanda@regattacentral.com</a>

6. Click **'scratch'** to scratch an active entry

Mark entry as 'scratched' - The entry **will** count towards user's invoice and be displayed as 'scratched'  
 Mark entry as 'deleted' - The entry will **not** count towards user's invoice and will be hidden from view

Send confirmation email

Subject: 2014 Anytown Demo Regatta: Entry scratched

Cc: elena@regattacentral.com

Message: Elena Reckless,  
 Your entry for TEST - RC in event 17, Womens 1x {APPLICATION EVENT}, has been scratched

- a.
  - b. Select **'Mark entry as scratched'** if the account holder **IS** responsible for the entry fee
  - c. Select **'Mark entry as deleted'** if the account holder **IS NOT** responsible for the entry fee
  - d. If you do not wish to send a confirmation email, un-check the box
  - e. Make any desired changes to the editable text of the email
  - f. Click **'OK'**
7. Click **'move'** to move an active entry from one event to another
    - a. Select the desired event from the list. **NOTE:** only events that match gender and shell size will be listed
    - b. If you do not wish to send a confirmation email, un-check the box
    - c. Make any desired changes to the editable text of the email
    - d. Click **'OK'**

## How to Restore an Entry

1. Go to [RegattaCentral](#) and Login.
2. Select the regatta you want to view from the regatta calendar on the left of your dashboard. Click on **'Staff'**
3. Click the **Entries & Waitlist Manager** under **Entries and Waitlist** on the staff page
  - [Manage Staff & Administrators](#)
  - [Set Refund Policy](#)
  - [Send Email](#)
    - Entrants (none) (Users with one or more entries, excl. waitlisted and scratched entries)
    - Waitlistees (none) (Users with one or more unaccepted waitlisted entries)
    - [Everyone \(3\)](#) (Everyone with this regatta in their RegattaCentral calendar)
  - [Entry Permissions](#)
    - [Custom Entry Deadlines](#)
    - Invited Organizations (To enable, go to 'Overview' and set regatta as 'Invitational' to utilize this feature)
    - Guaranteed Entries (To enable, configure at least one event to use Petition or Application process)
  - [Entries & Waitlist](#)
    - **Entries & Waitlist Manager**
    - [Teams with Special Entry Fees](#)
    - [Allow Users to bypass Payment Requirement](#)
- a.
4. On the **Entry Manager** page, click the name of the event you wish to manage
5. In the **Scratched/Deleted Entries** section, there will be a **'restore'** link in the Actions column

Scratched/Deleted Entries									
BoatID	Club	Status	Boat	Rank	Avg Age	Actions	Contact	Phone	Email
1	36 TEST - RC	DEL			N/A	<a href="#">restore</a>	Traci Stocker	+1 614-774-3052	<a href="mailto:traci@regattacentral.com">traci@regattacentral.com</a>
2	8 TEST - RC	DEL	E. Reckless		26	<a href="#">restore</a>	Elena Reckless	+1 614-360-2922	<a href="mailto:elena@regattacentral.com">elena@regattacentral.com</a>
3	59 TEST - RC	SCR	E. Test519		30	<a href="#">restore</a>	Amanda Jones	+1 614-555-5555	<a href="mailto:amanda@regattacentral.com">amanda@regattacentral.com</a>

- a.
6. Click **'restore'** to restore an entry to active status

**Restore Scratched/Deleted Entry** ✕

The entry will be restored.

Send confirmation email

**Subject:** Anytown Demo Regatta: entry restored

**Cc:** support@regattacentral.com

**Message:** John Smith,

Your entry for Ohio State University Crew Club in event 5, Womens Open 1x, has been reinstated.

- a.
- b. If you do not wish to send a confirmation email, un-check the box
- c. Make any desired changes to the editable text of the email
- d. Click 'OK'

## Support

For assistance, please contact your RegattaCentral Account Manager. If you need help finding their information, please contact [support@regattacentral.com](mailto:support@regattacentral.com) with "Please forward to Account Manager" in subject line or call [614-360-2922](tel:614-360-2922).

Home