

# (5) Regatta Dates and Deadlines



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

## Overview

The Dates & Deadlines page allows you to set the time zone, registration window and other deadlines for your regatta. Below is an instructional video as well as a step-by-step guide for creating general regatta deadlines.

**IMPORTANT NOTE: We strongly suggest completing your event list before creating deadlines; this allows you to easily select events in your deadline editor instead of having to go back in for each event.**

## Video Guide

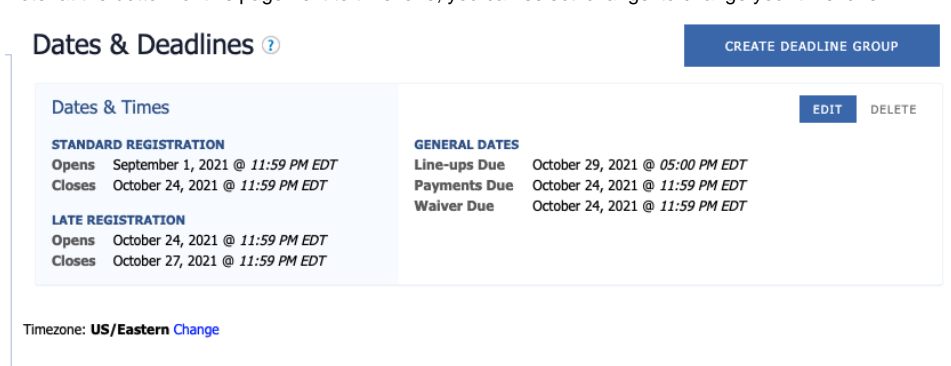
Please see the video below for a step-by-step guide of how to use the Dates & Deadlines feature.

## Creating a Deadline Group

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. Select **'dates & deadlines'** under registration on the left hand side of the regatta page.



- a.
4. You will see any preexisting deadline groups, you can select **'edit'** to change them, **'delete'** to delete them or **'create deadline group'** to create a new one.
  - a. Note: at the bottom of this page next to timezone, you can select 'change' to change your timezone.



- b.
5. When you click on **'create new deadline'** the following window will open:

a.

6. Click on the box to right of **Title** to enter your title of the deadline group. If there are multiple, this can use this to differentiate them (ie "Masters Deadline" or "Sweep Events Deadline.")

7. **Registration Periods:**

### Registration Periods

Allow Early Registration	Yes	
Early Registration	2022-01-01 12:00 AM	2022-01-31 11:59 PM
Standard Registration *	2022-02-01 12:00 AM	2022-04-30 11:59 PM
Allow Late Registration	Yes	
Late Registration	2022-05-01 12:00 AM	2022-05-13 11:59 PM

a.

b. **Allow Late Registration -**

- i. Select 'Yes' or 'No' from the drop down.
- ii. Click on a date to choose it
- iii. Move the sliders to the specific hour and minute

c. **Standard Registration -**

1. Click on a date to choose it
2. Move the sliders to the specific hour and minute
3. Events - if events are provisioned, it is required to select events that will have this registration window

d. **Allow Late Registration -**

- i. Select 'Yes' or 'No' from the drop down.
- ii. Click on a date to choose it
- iii. Move the sliders to the specific hour and minute

8. **General Settings**

### General Settings

Line-Ups Due	2022-05-16 11:59 PM
Payment Due	Due Date & Time
Waiver Due	Due Date & Time
Display Entries	Immediately

a.

b. **Line-Ups Due:**

- i. Click on a date to choose it
- ii. Move the sliders to the specific hour and minute

c. **Payment Due -** if not set, the payment due will default to "At Time of Registration."

- i. Click on a date to choose it
- ii. Move the sliders to the specific hour and minute

d. **Waiver Due -** information deadline to communicate when you want Waivers signed by.

1. Click on a date to choose it
2. Move the sliders to the specific hour and minute
- e. Display Entries - allows control over whether Entries display immediate as they are registered, or if displayed at a later date selected by an Administrator
  - a. Click on a date to choose it
  - b. Move the sliders to the specific hour and minute
9. **All Events, Unassigned Events, or Individual Events can be assigned to this deadline group. Typically all events are in one deadline group**

## 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