

(7A - optional) Guaranteed Entries



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

Overview

The Guaranteed Entries feature allows regatta administrators to select teams for guaranteed entries. If your regatta is set up to collect applications or petitions, but you do have some boats that have already been accepted to compete you can add them through this page. Below is a step-by-step guide on how to create guarantees by event and club for your convenience.

How to Create Guaranteed Entries

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 **Guaranteed Entries** from under **Entry Permissions**.
 - Send Email
 - [Entrants \(1180\)](#) (Everyone who has submitted an entry)
 - [Waitlistees \(39\)](#) (Everyone that has one or more waitlisted entries)
 - [Everyone \(2073\)](#) (Everyone with this regatta in their RegattaCentral calendar)
 - [Athletes \(116\)](#) (Everyone 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](#)
- a.
4. To allow guarantees by club select the **'clubs'** tab

The screenshot shows the 'Guaranteed Entries' page. At the top, there are tabs for 'Staff' and 'Guaranteed Entries'. Below that, there are two tabs: 'By Club' (selected) and 'By Event'. A search bar contains 'Greater Columbus Rowing Association' and a dropdown menu for 'Select Event...'. There is a 'Quantity' dropdown set to '1' and a 'Note' field. A 'Submit' button is on the right. Below this is a table with columns: Club, Events, Qty*, Event#, Event, Qty, Note, Submitted On, and Submitted By. The table lists three clubs: 8-Ball, Dayton Boat Club, and Greater Columbus Rowing Association. The Greater Columbus Rowing Association is highlighted in blue. Below the table is a 'Revoke' button. At the bottom of the table, there is a 'Total 3' row.

Club	Events	Qty*	Event#	Event	Qty	Note	Submitted On	Submitted By
8-Ball	1	1	<input type="checkbox"/> 1	Mens Masters Ltwt 1x AU Trophy	2		2012-05-21 01:02:16.0	Steven Lopez
Dayton Boat Club	1	2	<input type="checkbox"/> 3	Mens Jr 1x	1		2012-05-21 01:02:11.0	Steven Lopez
Greater Columbus Rowing Association	2	3	Total 3					
Penn A.C. Rowing Association	2	n/a						
		6						

- a. * - This quantity represents total guaranteed entries, not necessarily redeemed
 - b. Use the **Team/Club...** drop down menu to search for the organization
 - c. Use the **Select Event...** drop down menu to select the event that the team will be entering
 - d. Events have to be set to **Application** or **Petition Required** status in order to show up here. Information on editing the event list can be found [here](#).
 - e. Use the quantity drop down menu to select the number of guaranteed entries for that team in that event.
 - f. You can use the **Revoke** button to remove the guaranteed entry. Select the events to remove using the check box.
5. To allow guarantees by the event select the **'by event'** tab

Staff > Guaranteed Entries

By Club By Event By Code

Team/Club... [v]

Quantity [1] Note [] [Submit]

Event#	Event	Teams	Qty*	Redeemed	Club	Note	Submitted On	Submitted By
1	Men's Senior Veteran Singles I and II [70+]	0	0	<input type="checkbox"/>	87 Gold Rowing Club	imported	2019-04-10 15:52:15.0	Steven Lopez
2	Women's Veteran I and II Singles [60-69]	0	0	<input type="checkbox"/>	Alumni Blue Boat Club	imported	2019-04-10 15:51:59.0	Steven Lopez
3	Women's Senior-Veteran Singles [70+]	0	0	<input type="checkbox"/>	Aviron Bayonnais	imported	2019-04-10 15:52:18.0	Steven Lopez
4	Men's Veteran Singles I and II [60+]	0	0	<input type="checkbox"/>	Cambridge Boat Club	imported	2019-04-10 15:52:10.0	Steven Lopez
5	Men's Grand Master Singles [50+]	0	0	<input type="checkbox"/>	Cambridge Boat Club	imported	2019-04-10 15:52:03.0	Steven Lopez
6	Women's Grand Master Singles [50+]	0	0	<input type="checkbox"/>	Chinook Performance Racing	imported	2019-04-10 15:51:54.0	Steven Lopez
				<input type="checkbox"/>	Diesel Athletic Club	imported	2019-04-10 15:52:17.0	Steven Lopez
7	Men's Senior Master Eights [50+]	19	22	<input type="checkbox"/>	Diesel Athletic Club	imported	2019-04-10 15:52:11.0	Steven Lopez

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- Use the **By Event** tab... drop down menu to search for the organization
- Use the **Team/Club...** drop down menu to select the event that the team will be entering
 - Events have to be set to **Application** or **Petition Required** status in order to show up here. Information on editing the event list can be found [here](#).
- Use the quantity drop down menu to select the number of guaranteed entries for that team in that event.
- You can use the **Revoke** button to remove the guaranteed entry. Select the events to remove using the check box.
- You can also view whether a team has redeemed/claimed a guaranteed entry - a green check mark in the Redeemed column would signify a team has claimed that entry.

Support

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

Home

Introduction

This feature allows regatta administrators to select teams for guaranteed entries. If your regatta is set up to collect applications or petitions, but you do have some boats that have already been accepted to compete you can add them through this page. Please note that you can view this page by club or by event.

Club View

Staff > Guaranteed Entries

By Club **By Event**

Greater Columbus Rowing Association x Select Event... Submit

Quantity 1 Note

Club	Events	Qty*	Event#	Event	Qty	Note	Submitted On	Submitted By
8-Ball	1	1	<input type="checkbox"/> 1	Mens Masters Ltwt 1x AU Trophy	2		2012-05-21 01:02:16.0	Steven Lopez
Dayton Boat Club	1	2	<input type="checkbox"/> 3	Mens Jr 1x	1		2012-05-21 01:02:11.0	Steven Lopez
Greater Columbus Rowing Association	2	3	Total 3					
Penn A.C. Rowing Association	2	n/a						
		6						

Revoke

* - This quantity represents total guaranteed entries, not necessarily redeemed

To view/add/revoke a guaranteed entry by Team/Club:

1. Use the **Team/Club...** drop down menu to search for the organization
2. Use the **Select Event...** drop down menu to select the event that the team will be entering
 - a. Events have to be set to **Application** or **Petition Required** status in order to show up here. Information on editing the event list can be found [here](#).
3. Use the quantity drop down menu to select the number of guaranteed entries for that team in that event.
4. You can use the **Revoke** button to remove the guaranteed entry. Select the events to remove using the check box.

Event View

Staff > Guaranteed Entries

By Club **By Event** **By Code**

Team/Club... Submit

Event# Event Teams Qty

Quantity 1 Note

Event#	Event	Teams	Qty	Redeemed	Club	Note	Submitted On	Submitted By
1	Men's Senior Veteran Singles I and II [70+]	0	0					
2	Women's Veteran I and II Singles [60-69]	0	0	<input type="checkbox"/>	87 Gold Rowing Club	imported	2019-04-10 15:52:15.0	Steven Lopez
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				<input type="checkbox"/>	Diesel Athletic Club	imported	2019-04-10 15:52:11.0	Steven Lopez

To view/add/revoke a guaranteed entry by Event:

1. Use the **By Event** tab... drop down menu to search for the organization
2. Use the **Team/Club...** drop down menu to select the event that the team will be entering
 - a. Events have to be set to **Application** or **Petition Required** status in order to show up here. Information on editing the event list can be found [here](#).
3. Use the quantity drop down menu to select the number of guaranteed entries for that team in that event.
4. You can use the **Revoke** button to remove the guaranteed entry. Select the events to remove using the check box.
5. You can also view whether a team has redeemed/claimed a guaranteed entry - a green check mark in the Redeemed column would signify a team has claimed that entry.

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