

(4) Editing, Scratching and Moving an Entry

Home

Overview

The organizing committee for a Regatta has the ability to allow and disable the following functions for account holders: entry editing, scratching an entry, and moving entries into another event category. In cases where these functions are disabled, a notification message appears when a user clicks the disabled function.

How to:

Edit Entries:

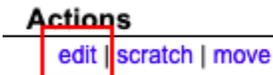
1. Go to [RegattaCentral](#) and **Login**



- a. Locate the regatta in the **Regatta Calendar & Entries** box on the left side of your screen.
3. Click on the **'my entries'** link next to the affiliation associated with the entries you want to edit.



- a. On the **My Entries** page locate the entry you wish to edit.
5. Click on the **'edit'** link on the right side of the screen and make any necessary changes to the entry



- a. Note: Some regattas do not allow registrants to edit entries. For these regattas, changes must be submitted directly to the regatta organizing committee.
6. Click the **'Save'** button at the bottom of the entry form to save any changes.

To scratch entries:

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



- a. Locate the regatta in the **Regatta Calendar & Entries** box on the left side of your screen.
3. Click on the **'my entries'** link next to the affiliation associated with the entries you want to edit.



- a.
4. On the **My Entries** page locate the entry you wish to scratch.
5. Click on the 'scratch' link on the right side of the screen to remove the entry from the event

Actions

edit | **scratch** | move

- a.
6. Click the 'Scratch' button to confirm that you would like to scratch the entry.

Note: You may still owe entry fees depending on when the entry is scratched. Check the **'My Invoice'** page to see if you owe payment for the scratched entry. You may also contact the regatta organizing committee to inquire about their refund policy.

To move entries:

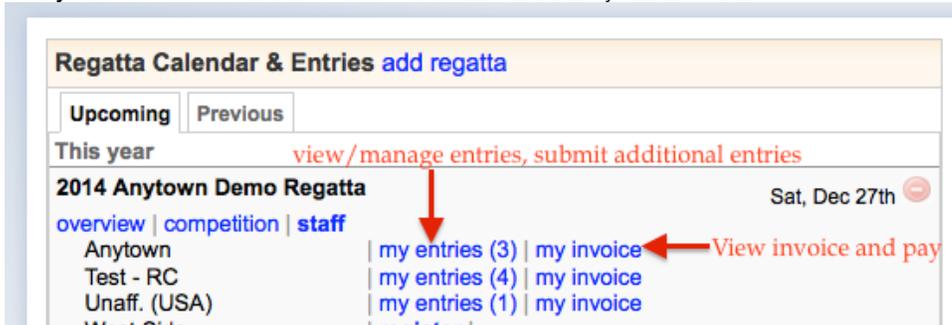
1. Go to [RegattaCentral](#) and **Login**

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- a.
2. Locate the regatta in the **Regatta Calendar & Entries** box on the left side of your screen.
3. Click on the **'my entries'** link next to the affiliation associated with the entries you want to edit.



- a.
4. On the **My Entries** page locate the entry you wish to move.
5. Click on the 'move' link on the right side of the screen

Actions

edit | scratch | **move**

- a.
6. Select the new event
 - a. Note: Options will be limited based on the gender and shell configuration of the current event
7. Your entry will be automatically switched into that event and you will see the entry on the **'My Entries'** page.

Support

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