

1. Go to the Regatta's home page and look for the "Staff" link on the right side.

The screenshot shows the RegattaCentral home page for the 'Head of the Regatta' event on May 19, 2018, in Burnaby, BC (CA). The top navigation bar includes the RegattaCentral logo, a search icon, 'Regattas', and 'Sign Up'. The main header displays the event name and date. On the right, there are statistics for 'ENTRIES' (3) and 'CLUBS' (1), along with a 'Register' button. Below the header is a navigation menu with 'Home', 'Register', 'Schedule/Results', 'Clubs', and 'Entries'. A purple arrow points to the 'Staff' link, which is highlighted with a purple box. An 'Edit' button is visible on the right side of the page.

2. On the Administrative Dashboard, you will want to click on the "Manage" header on the sidebar, and then the "Item Manager" link.

The screenshot shows the Administrative Dashboard for the 'Head of the Regatta' event. The top navigation bar is identical to the previous screenshot. Below the header, the navigation menu includes 'Home', 'Register', 'Schedule/Results', 'Clubs', 'Entries', and 'Staff'. The dashboard features several key metrics: 'Estimated Income' (\$0), 'Accounts with Entries' (1), 'Accounts w/Open Balances' (0), and 'Staff & Administrators' (2). A sidebar on the left contains a 'Configuration' menu with 'Manage' and 'Item Manager' highlighted by purple boxes. Below the metrics, there are two charts: a pie chart for 'Estimated # of Participants (4 Total)' showing a split between Female (red) and Male (teal), and a bar chart for 'Number of Seats (4 Total)' showing 4 seats for 'Fours (4x/-+)'. The 'Staff & Administrators' metric is highlighted with a yellow box.

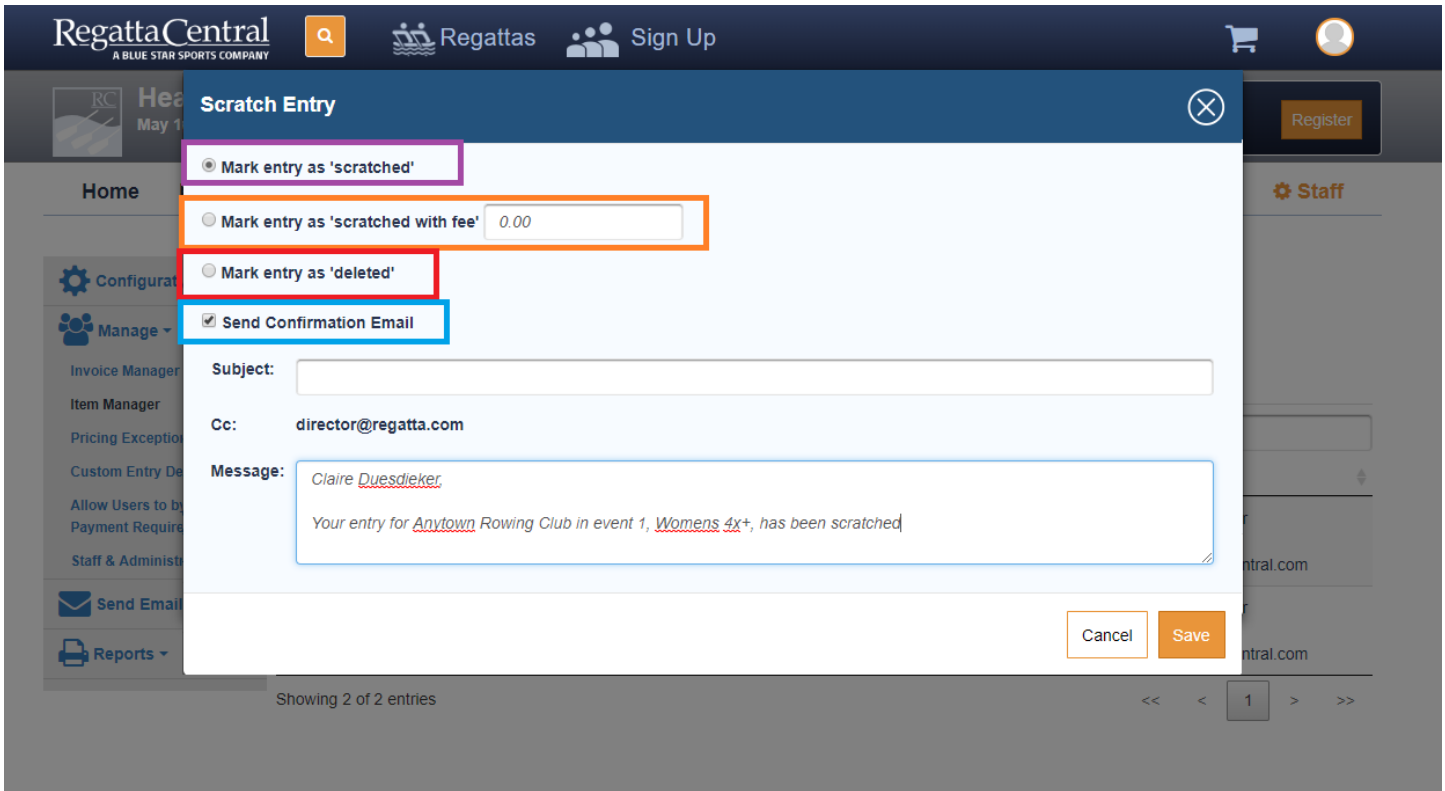
3. On the Item Manager page, click on the Title of the event you want to scratch/delete an entry from.

Event #	Event	Status	Entries	Cap
1	Womens 4x+	OPEN	2	0
2	Womens 4x	OPEN	1	0

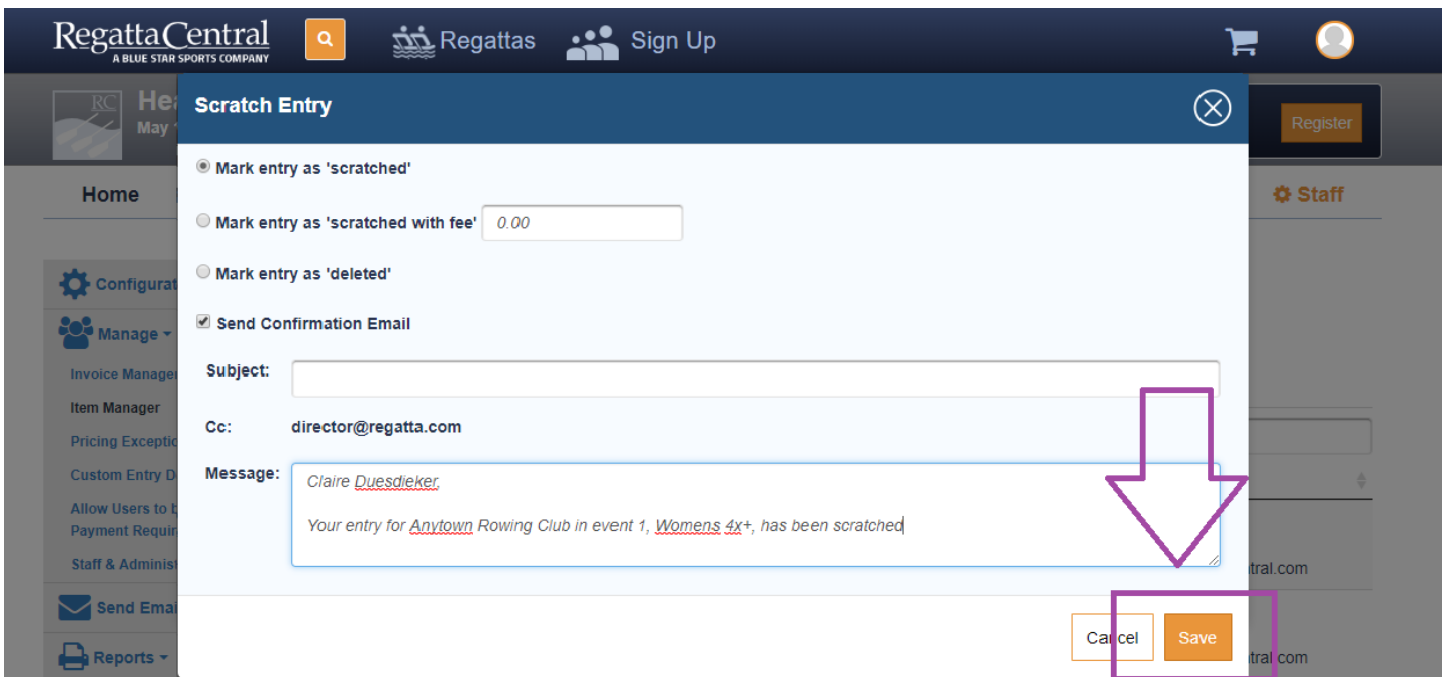
4. On the specific event page, look for the “Scratch” link on the right side.

Boat ID	Club	Boat	Bow	Rank	Avg. Age	Actions	Contact
1	Anytown Rowing Club	Set		A	0	Scratch Move Edit	Claire Duesdieker (614) 360-2922 claire@regattacentral.com
6	Anytown Rowing Club	Set		A	0	Scratch Move Edit	Claire Duesdieker (614) 360-2922 claire@regattacentral.com

5. A pop-up will appear that gives you a few options:
 - a. Scratch the boat (will still incur entry fee and Seat Fees)
 - b. Scratch the boat and assess a Scratch Fee (will still incur entry fee and Seat Fees)
 - c. Delete the boat (will remove entry fee and Seat Fees)
 - d. Send Email Confirmation



6. Once you select on of the top 3 options, and update the email message as you see fit, click the "Save" button in the bottom right.



7. This will refresh the page, and the boat will be scratched.