



# ADDED/ REMOVED SKATER

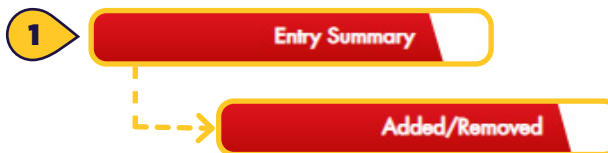
Access Path: EMS > [Competition Management](#)

The LOC has the ability to add a registration override for skaters after the registration deadline has passed. Events added by an admin are immediately reflected in entry numbers. In addition skaters that have been withdrawn can be reinstated.

The Added/Removed page is a list of all skaters/teams that:

- have withdrawn: Status = withdrawn
- received a bye for a qualifying competition: Status = Bye
- have had an event added to their registration that has not been paid for: Status = Added (Unpaid)

**1** From the main competition page, click **Entry Info > Entry Summary > Added/Removed**.



**2** To filter the list, click the filter icon (🔍) in the column headers, then type the item you are searching. Click **FILTER**.

**3** You can start a registration link to skater/team by clicking the **Add New Skater/Team** button.

**ADDED/REMOVED**  
Entries that have been added, withdrawn or received a bye (qualifying events only) are shown here.

SINGLES/PARTNERED **3** Add New Skater

Name	Club	Event	Status	
Skater Name		Pre-Preliminary Boys FS	Withdrawn	Reinskate
Skater Name		Free Skate 5 Girls Program	Withdrawn	Reinskate

1 - 2 of 2 items

**Best Practice: Use this to add participants after the registration deadline has**

**3a** After selecting the **Add New Skater/Team** button, you can search by **member number**.

**Note:** After entering the skater's member number, you click the **Search** button, which will automatically send the registration link to the skater if only one record was found.

**3b** Another search option is to search by **first/last name or state**.

**Note:** If your search criteria results in more than one member, you will have the option to select from the skaters listed below. Skaters/teams added will be populated in the Incomplete Registrations.

**Add Skater Registration Override**

**3a** Member #

**3b** First Name

Last Name

State

Search

Member #	First Name	Last Name	City	State	Home Club
	Skater Name		Anchorage	AK	Select
	Skater Name		Mason	OH	Select
	Skater Name		B		Select

**3b**

**Registration Override Created**  
Registration created for Skater Name

OK



# ADDED/ REMOVED SKATER

**4** To reinstate a withdrawn skater/team entry in the competition, click **Reinstate**.

Event	Status	
Masters Int-Nov Ladies FS	Withd	<span style="border: 1px solid red; padding: 2px;">4 Reinstate</span>

### Reinstate Skaters Name

Skater: Skater Name

Event: Masters Int-Nov Ladies FS

This event will be reinstated by clicking the confirmation button.

This skater is currently withdrawn from 1 other events.

Reinstate All withdrawn events?

reason to display in the change log

**5**

Reinstate event
Cancel

**5** Confirm by clicking the blue **Reinstate Event** button when prompted.

**Note:** If you have authorized a refund for a withdrawn skater, the reinstatement will not charge them again. Use caution! An email will be sent to the skater/team once they have been reinstated.

