

# INCOMPLETE REGISTRATIONS

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

The Incomplete Registrations page displays entries that have not finished their competition registration through payment process. You are able to email participants or remove the incomplete registration.

**1** After logging in to Members Only ([m.usfigureskating.org](http://m.usfigureskating.org)), click **EMS**. Click **Competition Management > Entry Info > Incomplete Registrations**.

**2** To filter the list, click the icon by Name, Club or Events, then type the item you are searching. Click **Filter**.

**Note:** An event being listed is dependent upon how far the participant advanced in the registration process.


**3** To remove an incomplete registration, click **Remove**.

**Note:** Competitors must begin a new registration once removed.

**4** Click **OK** to confirm or **Cancel** to continue.

**5** To email, select competitors to contact by checking the box next to their name. Click the email icon to compose an email. Refer to the [Communication quick reference](#) for instructions.

**Note:** You can include coaches, partners, competition referees and music personnel on emails to prospective competitors.

 **Best Practice:** email all participants one week and 48 hours before registration closes, reminding them not to miss the registration opportunity; late registrations may not be accepted.

