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.

- After logging in to Members
 Only (m.usfigureskating.org),
 click EMS. Click Competition
 Management > Entry Info >
 Incomplete Registrations.
- To filter the list, click the icon by Name, Club or Events, then type the item you are searching. Click **Filter**.

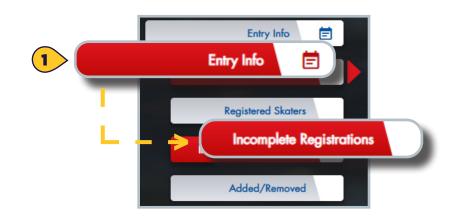
Note: An event being listed is dependent upon how far the participant advanced in the registration process.

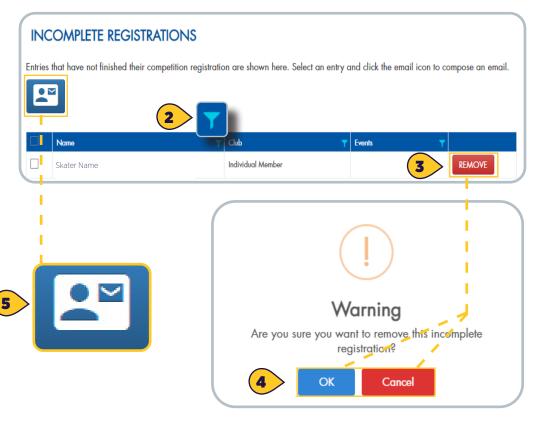
To remove an incomplete registration, click **Remove.**

Note: Competitors must begin a new registration once removed.

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