

Scratching an entry is controlled by the Administrator the regatta. They may have different requirements or configurations or scratching. If so, you will want to contact them directly.

In most cases, you can follow the steps below, as long as one the below conditions are met:

- The Standard Registration Period is open, which will remove the balance from your invoice
- The Late Registration Period is open, which will **NOT** remove the balance from your invoice
- An Administrator has given you access after registration closes to Scratch, which will **NOT** remove the balance from your invoice

1. From the User Dashboard, look for the sidebar and click on the “Regattas” page. You can also access it by clicking “View All” under the Regattas box.

The screenshot displays the RegattaCentral user dashboard. At the top is a dark blue header with the RegattaCentral logo, a search icon, 'Regattas' and 'Sign Up' links, a shopping cart with '22' items, and a user profile icon. On the left is a sidebar with a purple border around the 'Regattas' link. The main content area has a dark blue header for 'Affiliations' and 'Regattas' sections. The 'Affiliations' section lists three rowing clubs with 'Roster' links and a 'View All' button. The 'Regattas' section lists three regatta events with 'Register' links and a 'View All' button. A red 'Notifications' box on the right says 'Welcome to the new RegattaCentral!'.

Affiliations		Add Affiliation	
	Anytown Rowing Club columbus, OH	Roster	✖
	Artemis Rowing Oakland, CA	Roster	✖
	Club Regatas La Marina Tigre, BA	Roster	✖
		View All	

Regattas		Add Regatta	
	Head of the Fort Feb 27 Bedford Channel - May. 25, 2018	Register	⚙
	Head of the Frost - May. 26, 2018	Register	⚙
	Anytown Summer Test Regatta - Jun. 8, 2018	Register	⚙
		View All	

- On the Regattas page, look for the specific regatta (BC Jamie's Head of the Next Generation Payment). You will want to click the "View" link next to your affiliation.

The screenshot shows the RegattaCentral website interface. On the left is a sidebar with navigation links: Home, Affiliations, Regattas (highlighted), Invoices, and Profile. The main content area displays a list of regattas. The 'New Platform Sprints' regatta is highlighted, and its 'View (1)' link is enclosed in a purple rectangular box. A purple arrow points upwards towards this box. Other regattas listed include 'Next Generation Sprint's Latest and Greatest', 'OCU Head of the Oklahoma', 'VSRC Day 1', and 'Long Island Scholastic Championships'.

- This will take you to your Entries page. It will show you all the entries you have for that Regatta with that affiliation.
- Click on the "Scratch" button.

The screenshot shows the 'New Platform Sprints' entry page. The header includes the regatta name, date (Oct. 27, 2018), location (Toronto, ON), and a 'New Entry' button. Below this, a section for '6. Womens 4+' is shown with a timestamp of 'Feb. 3, 2018 12:00'. A dropdown menu is open, displaying a list of entries with their labels, average ages, and status. The 'Scratch' button at the bottom of this menu is highlighted with a purple rectangular box. A purple arrow points to this box. The entries list includes 'Label: T. Rower (A)', 'Average Age: 37', and several test entries (B test, 2 Test2, 3 Rower, S test, C test) all with a status of 'OK' and green checkmarks.

- If you are sure you want to scratch, click the "OK" button.
- Once you are done, click the "Save" button.