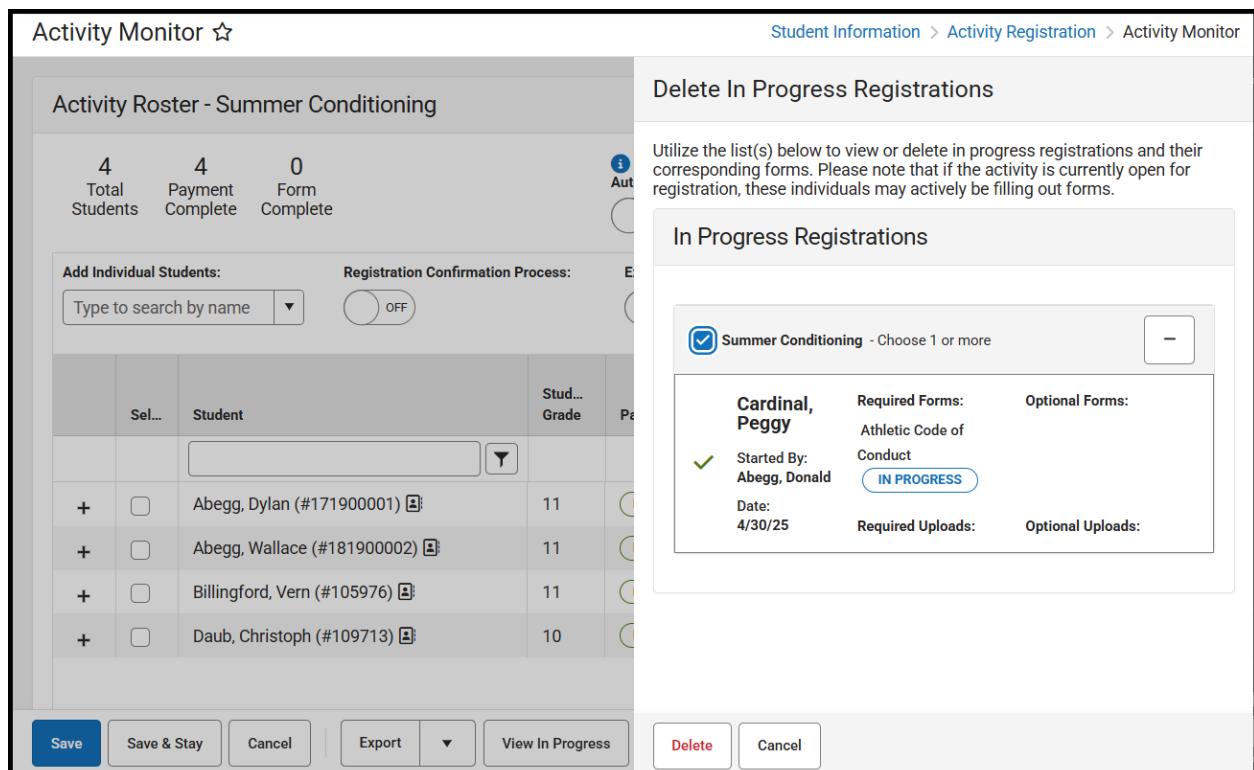# Manage Incomplete Registrations

Last Modified on 12/14/2025 8:45 pm CST

When a parent starts a registration for their child, completes any required forms, but does not complete the payment, their student's registration is in the **In Progress** status. If there are In Progress registrations for an activity, the View In Progress button will appear in the Activity Roster. When clicked, a side panel displays the students with a registration started as indicated by the IN PROGRESS status. These can be deleted individually for each activity.

Incomplete Registrations can be removed for multiple activities using Activity Form Cleanup.

1. Click **View In Progress**.
2. Click + to show a drop-down of each student with an In Progress registration.
3. Select the students whose registrations will be removed. A green checkmark next to their name indicates this.
4. Click **Delete**. The Delete In Progress Registrations message box will appear.
5. Click **Delete** to remove the incomplete registrations.
6. Click the **Export** button to download an Excel file to review the activity name, student name, deleted forms, and who started the registration..