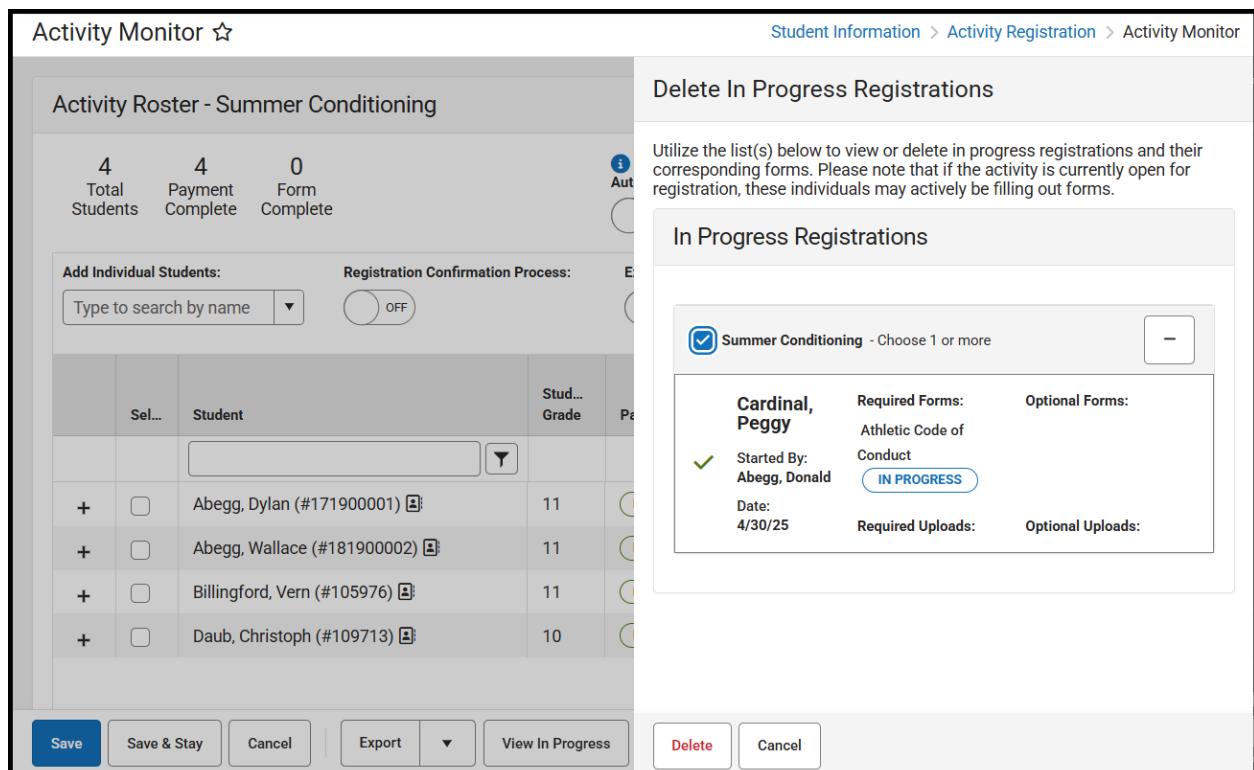


Manage Incomplete Registrations

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](#).



The screenshot shows the 'Activity Monitor' interface. On the left, the 'Activity Roster - Summer Conditioning' section displays 4 Total Students, 4 Payment Complete, and 0 Form Complete. It includes fields for 'Add Individual Students' and 'Registration Confirmation Process'. Below is a table of student registrations:

	Sel...	Student	Stud...	Grade	Pa...
+	<input type="checkbox"/>	Abegg, Dylan (#171900001)		11	
+	<input type="checkbox"/>	Abegg, Wallace (#181900002)		11	
+	<input type="checkbox"/>	Billingford, Vern (#105976)		11	
+	<input type="checkbox"/>	Daub, Christoph (#109713)		10	

On the right, a 'Delete In Progress Registrations' panel is open. It contains a sub-section 'In Progress Registrations' with a list for 'Summer Conditioning'. A student named 'Cardinal, Peggy' is selected, indicated by a green checkmark. The registration details are: Started By: Abegg, Donald, Date: 4/30/25, and Status: IN PROGRESS. Buttons for 'Delete' and 'Cancel' are at the bottom of the panel.

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..