

# Manage Incomplete Registrations

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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' is displayed with statistics: 4 Total Students, 4 Payment Complete, and 0 Form Complete. Below this is a search bar and a 'Registration Confirmation Process' toggle set to 'OFF'. A table lists students with columns for selection, student name, and grade. On the right, the 'Delete In Progress Registrations' modal is open. It contains a list of activities with 'Summer Conditioning' selected. Below the activity list, details for 'Cardinal, Peggy' are shown, including a green checkmark, the student's name, the activity name 'Athletic Code of Conduct', and the date '4/30/25'. The status 'IN PROGRESS' is highlighted in a blue box. At the bottom of the modal are 'Delete' and 'Cancel' buttons.

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..