

# 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 displays the 'Delete In Progress Registrations' dialog box. The dialog title is 'Delete In Progress Registrations' and it contains the following text: 'Utilize the list(s) below to view or delete in progress registrations and their corresponding forms. Please note that if the activity is currently open for registration, these individuals may actively be filling out forms.' Below this text is a section titled 'In Progress Registrations' which lists two students: 'Abegg, Dylan' and 'Cardinal, Peggy'. Each student entry shows 'Required Forms' as 'Activity Reg Form' and 'Optional Forms' as 'IN PROGRESS'. The 'Started By' field for both is 'Abegg, Donald' and the 'Date' is '2/12/24'. A green checkmark is visible next to each student name. The background shows the 'Activity Roster - Film Club (Winter & Spring 24)' with 4 total students, 3 payments complete, and 1 form complete. The 'View In Progress' button is visible at the bottom of the roster.

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..