

Manage Incomplete Registrations

Last Modified on 05/06/2025 9:04 am CDT

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.

Activity	Moni	tor ☆				Student Ir	nformation > Activity	Registration > Activity Monitor
Activity Roster - Summer Conditioning					Delete In Progress Registrations			
4 4 0 Total Payment Form Students Complete Complete					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.			
Туре	be to search by name Sel Student			E. (Pa	Summer Conditioning - Choose 1 or more Cardinal, Required Forms: Optional Forms: Pergry thus a back			
			T		~	Started By: Abegg, Donald	Conduct IN PROGRESS	
+		Abegg, Dylan (#171900001) 🛋	11	C		Date: 4/30/25	Required Uploads:	Optional Uploads:
+		Abegg, Wallace (#181900002) 🔳	11	C				
+		Billingford, Vern (#105976)	11	C				
+		Daub, Christoph (#109713) 🛋	10	C				

- 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..