TES ~ Change an Entry from Casual to Series.

Prerequisites:

A TES administrator login for the event.

Changing an Entrant:

From the Admin Dashboard Screen, select Cas Paid for the series as below.
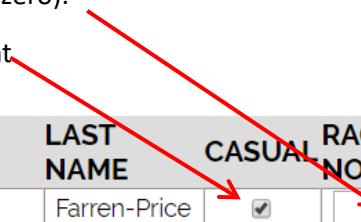

Note: If the entrant has entered multiple races then you will have to ask TopYacht staff to execute the change for you.

If the boat has only one Casual entry, then proceed as follows.

1. Replace **Race No** for the target boat with 0. (zero).

2. Uncheck the **Casual** check box for the entrant.

If necessary, adjust the payment in "Ent Paid" screen.

Click HERE to download the guide (~ 4 Pages).