



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.

Admin Dashboard	Event Data	Utils	Hcer Menu
Admin Dashboard Currently there are 357 competitors entered for this ev			
SERIES NAME	ENTRANTS	EDIT	Ent Paid Cas Paid Check List EMAIL S
Keelboat Racing Racing Div & Corio Cruisers	57 (cas 0/0)		\$
VRCA Twilight Series	54 (cas 0/0)		\$
Two Handed Series	38 (cas 0/0)		\$
Tuff Marine Series	29 (cas 0/0)		\$
Davidson Winter Series	36 (cas 0/0)		\$

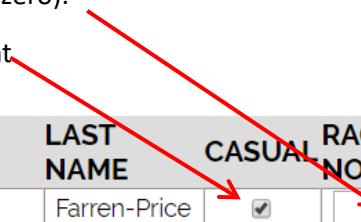


Note: If the entrant has entered multiple races then you will have to ask TopYacht staff to execute the change for you.

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.

ENID	BOAT NAME	SAIL NO	FIRST NAME	LAST NAME	CASUAL	RACE NO	PAID	OK	PAY BY
103510	ABOUT TIME	7700	Julian	Farren-Price	<input checked="" type="checkbox"/>	9	<input checked="" type="checkbox"/>	<input type="checkbox"/>	acc
102291	AFTERSHOCK	884	Steve	McConaghy	<input checked="" type="checkbox"/>	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	acc
103777	ATAO	7184	Gary	Buttery	<input checked="" type="checkbox"/>	14	<input checked="" type="checkbox"/>	<input type="checkbox"/>	crs
105412	AURORA II	6986	Marcus	Gillezeau	<input checked="" type="checkbox"/>	14	<input checked="" type="checkbox"/>	<input type="checkbox"/>	crs



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

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