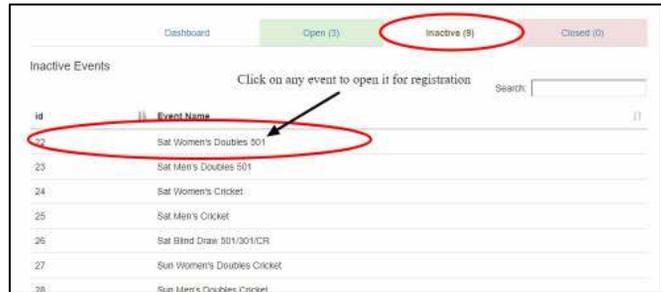


CASHIER STATION BASICS

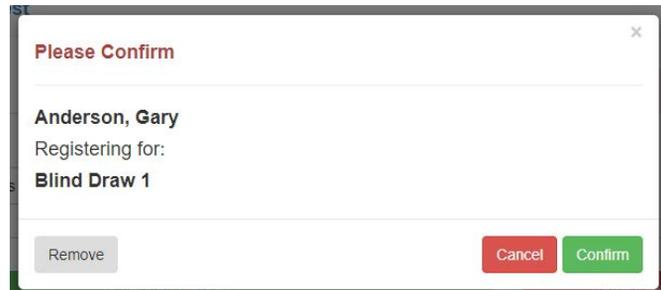
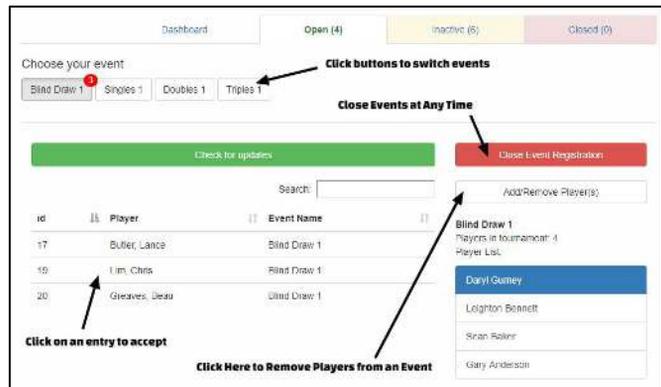
Opening event registration:

- ❑ Log into bracket program and open cashier station on PC
- ❑ Open events from “Inactive” list to make available in registration kiosk



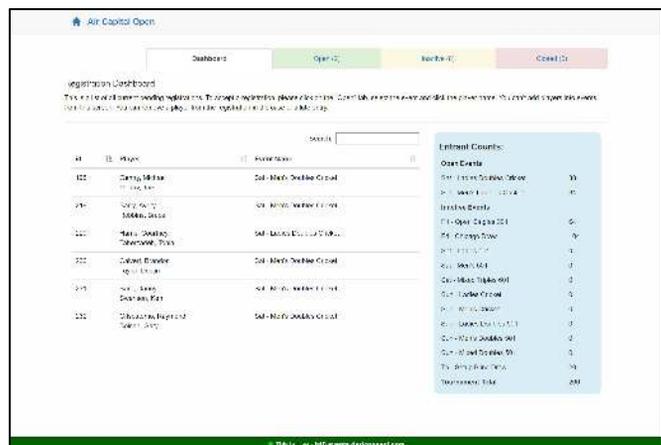
Managing event entries:

- ❑ Go to “Open” tab and select event
- ❑ Click on a player/team in pending list to accept entry
- ❑ **Double-check that player names AND event name are correct**
- ❑ If correct, click “confirm”
- ❑ If incorrect, click “remove” and instruct player to re-register
- ❑ Click “Cancel” to return entry to pending list
- ❑ Click “Close Event Registration” to remove event from registration kiosk
- ❑ Re-open events from the “Closed” tab



Pro Tips / Troubleshooting:

- ❑ To remove a player/team from an event, click “Add/Remove Players” (see *detailed instructions*)
- ❑ **ALWAYS** check that players are registering for the correct event (most common error is accepting a mixed gender team for the men’s doubles, etc)
- ❑ Use the dashboard tab to view overall entry numbers, note that pending entries can not be accepted on dashboard screen



Click the   icons to access help information inside the bracket program.