

# **Cashier Station Guide**

## **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







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Click the (?) <u>A</u> icons to access help information inside the bracket program.