

Post-event clean up for events with registration

Here is how getting an event's registration closed and related clean-up works:

if your fsgw.org login has "eventadmin" group rights, then you will see a "Clean up registrations after event" button in eventcount. See the screenshot below. This button will close registration for the event and additionally will delete all unpaid, not checked-in registrations for the event, so the invoices will not sit around pointlessly and confusingly asking the contact to pay them.

Also for those with "eventadmin" rights, there is an "Only events that need clean up?" option checkbox for the "Go Back to Event List" button at the bottom of the page. See the screenshot below. With this option, doing event clean-up is easy. Set this option, display the event list, pick a displayed event, hit the clean up button, check that no complaints were displayed, and repeat until no events (needing clean-up) are displayed. Then uncheck this option.

There are a few warning messages that event clean-up can display about the status of individual registrations and their payments, which is why we did not make clean-up just run automatically. The conditions to cause those messages happen very infrequently, usually only from larger events with busier (more chaotic) check-in, for example Contraststock or hashdance. If you see any messages in orange or red from clean-up, email the event information and the messages to the treasurer, webmaster, and office.

The office staff are supposed to clean up all events needing it, at least weekly, but they are sometimes variable about doing that, at times having gone almost 3 weeks.



Event Counts and Income helper

User: Will Strang [Logout](#) Time: 2025-08-26 03:49PM

Event List: Found 11 events with people registered in last 30 and next 150 days.
Choose an event to perform an action on:

Start Date - Registration enabled=, disabled=, unused= - Number Registered - On Waitlist - Number Checked In - Event:

2025-10-12 11:00AM	<input checked="" type="checkbox"/>	- 1 - 0 - 0	- FSGW Picnic in the Park
2025-10-03 03:00PM	<input checked="" type="checkbox"/>	- 67 - 0 - 0	- 2025 FSGW Getaway
2025-09-09 07:30PM	<input checked="" type="checkbox"/>	- 3 - 0 - 0	- Grapevine Storytelling ON A TUESDAY with Carol Birch and Jennifer Munro
2025-09-07 01:00PM	<input checked="" type="checkbox"/>	- 156 - 0 - 0	- CONTRASTOCK 13, An all day dance event
2025-09-03 08:00PM	<input checked="" type="checkbox"/>	- 1 - 0 - 0	- English Country Dance: Andrea Nettleton with Edith Coakley-Stowe, Anna Rain, and Melissa Running
2025-08-27 08:00PM	<input checked="" type="checkbox"/>	- 13 - 0 - 0	- English Country Dance: April Blum with Catherine Chapman, Anna Rain, and Liz Donaldson
2025-08-20 08:00PM	<input checked="" type="checkbox"/>	- 41 - 0 - 41	- English Country Dance: Andrea Nettleton with Mari Carlson, Carrie Rose, and Neil Epstein
2025-08-14 07:30PM	<input checked="" type="checkbox"/>	- 67 - 0 - 65	- Silver Spring Contra Dance: Perry Shafran calling with Bobby LaRose and Colleen Holroyd
2025-08-13 08:00PM	<input checked="" type="checkbox"/>	- 36 - 0 - 36	- English Country Dance: Dan Gillespie with Becky Ross, Paul Oorts, and Ralph Gordon
2025-08-06 08:00PM	<input checked="" type="checkbox"/>	- 27 - 0 - 27	- English Country Dance: Melissa Running with Jeff Steinberg, Robin Wilson, and Bobby LaRose
2025-07-30 08:00PM	<input checked="" type="checkbox"/>	- 31 - 0 - 31	- English Country Dance: Andrea Nettleton with Paul Oorts, Colleen Reed, and Neil Epstein

Get counts for selected event - This may take a few minutes, be patient.

List registrants? List registrants & Invoices? Order by registrant name?

Show registration options? See more details? Allow deleting a payment?

Clean up registrations after event This deletes all unpaid, not checked-in registrations for the event, so the invoices will not sit around pointlessly and confusingly asking to be paid.

Show Square charges for only Memberships, Donations, Item sales For week (Mon to Sun) of event? For month of event?

Go Back to Event List Only events that need clean up? Include events with no one registered? Events for +/- 1 year? Match this text in event names: **Clear all 6 here**

events to get? Brief events history? How events history works: Make the Event List show only the events you want, by using the 6 checkboxes and fields after the 'Go Back to Event List' button. Then check Brief or Long events history and tap the button. Long shows far more info, but takes a long time.

to skip at top? Long events history? Check both 'Events for +/- 1 year' AND 'Events for +/- 4 yrs', and 'Include events with no one registered' to see ALL events in the database - the earliest is in 2000.

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Permanent link: <https://wiki.fsgw2.org/doku.php?id=registrationcleanup>

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