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. This button will close registration for the event and additionally will deletes 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. With this option, doing event clean-up is easy. Set the option, display the event list, pick a displayed event, hit the clean up button, check that no complaints are displayed, and repeat until no events (needing clean-up) are displayed.

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

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 Contrastock or hashdance. If you see any messages in orange or red from clean-up, email the event and messages to the treasurer, webmaster, and office.