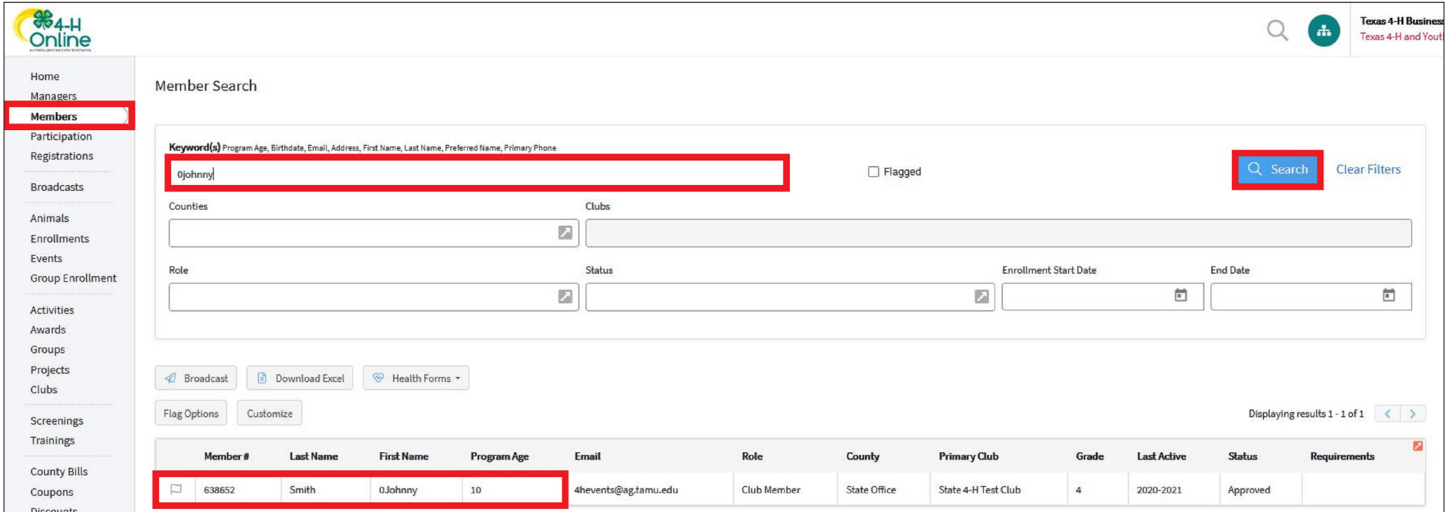


DELETE EVENT REGISTRATION

1. Click on the Members link in the navigation pane.
2. Enter the member's name exactly as it appears in their profile.
3. Click the blue Search button.
4. Click on the member's name in the search results that is displayed at the bottom.



Member Search

Keyword(s) Program Age, Birthdate, Email, Address, First Name, Last Name, Preferred Name, Primary Phone

Flagged

Counties Clubs

Role Status Enrollment Start Date End Date

Displaying results 1 - 1 of 1

Member #	Last Name	First Name	Program Age	Email	Role	County	Primary Club	Grade	Last Active	Status	Requirements
63852	Smith	O.Johnny	10	4hevents@ag.tamu.edu	Club Member	State Office	State 4-H Test Club	4	2020-2021	Approved	

5. Click the Events link in the navigation pane. A list of events for that member will be displayed.
6. Click the event that has an incomplete status.



Member List

Profile

Events

Texas 4-H Youth Development

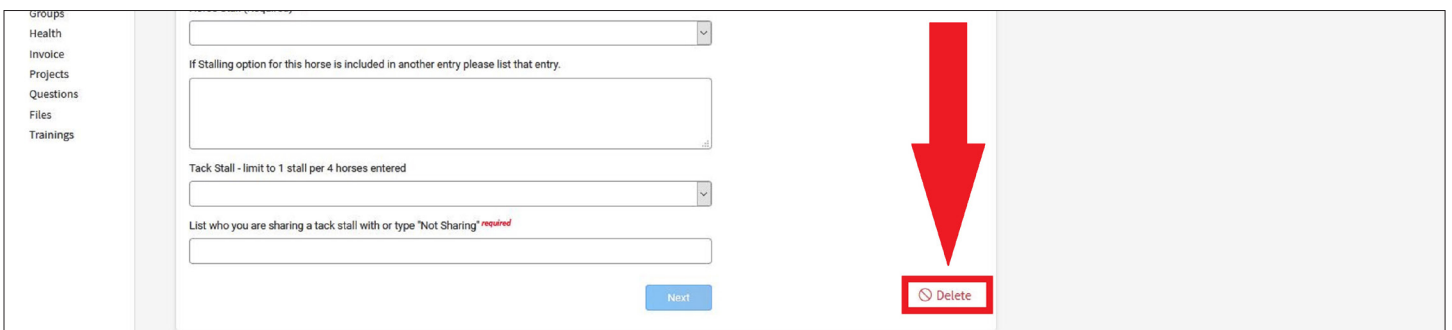
Enrollment

About You

Events

2021 Texas State 4-H Horse Show - 2020-2021
Texas 4-H and Youth Development - Incomplete

7. Scroll down to the bottom of the screen and click the Delete link.



Groups

Health

Invoice

Projects

Questions

Files

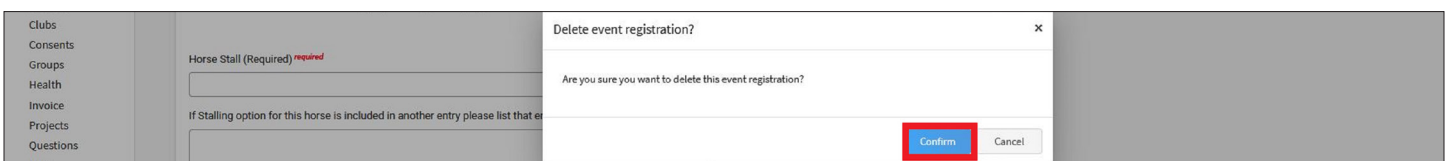
Trainings

If Stalling option for this horse is included in another entry please list that entry.

Tack Stall - limit to 1 stall per 4 horses entered

List who you are sharing a tack stall with or type "Not Sharing" *required*

8. Click the blue Confirm button.



Clubs

Consents

Groups

Health

Invoice

Projects

Questions

Files

Horse Stall (Required) *required*

If Stalling option for this horse is included in another entry please list that entry.

Delete event registration?

Are you sure you want to delete this event registration?

The screen will refresh and the registration will be removed. Repeat step 4 above to confirm the event was removed.

[Youtube Video https://youtu.be/FijtSx4SqRQ](https://youtu.be/FijtSx4SqRQ)