



# Managing Waitlists in BROE2

Competitions that expect to be over-subscribed and to Suspend for new entries before their Official Close of Entries date can choose to offer a waitlist from which crews will be accepted if existing entries are withdrawn before the Official Close date.

BROE2 can be set up to hold the waitlist entries, which streamlines the process of accepting entries from the waitlist if a space becomes available while also managing the expectations of the submitting clubs that their entries may not race.

There are three different situations in which a competition will suspend for new entries due to over-subscription:

- The limiting factor is the **total number of crews across all divisions**. It does not matter how many crews have entered each event. This usually applies to **2 or 3-lane regattas** or **single-division head races**.
- The limiting factor is the **number of crews in each division**. It does not matter how many crews have entered each event. This usually applies to multi-division **head races**.
- The limiting factor is the **number of crews in specific events**. This usually applies to **multi-lane regattas** that don't run Time Trials who maximise the number of crews racing across the regatta by limiting entries to multiples of the number of lanes available e.g. 12 entries on a 6-lane course, giving 2 heats and a final.

## How to set up BROE to include waitlists

After you have set up your competition as normal and before you open for entries (though you can also do this later):

If the limiting factor is the **total number of crews across all divisions** or **within one division**:

- If your competition has a single division only, make sure you have included a division in your basic setup (via Setup>Divisions) e.g. for the Fours Head, the division is called Fours Head. Allocate all events to this division.



- Go to Setup-Divisions and create a second division called Waitlist for each of your main divisions e.g. if you have Div 1 and Div 2, create two new divisions called Div 1 Waitlist and Div 2 Waitlist.
- Once you have created a Waitlist division, click on the division Name and untick Available (so it does not show as a division option for club entries admins until you need it to) and Save.
- Back in Setup-Divisions, tick the Waitlist Division and click the Manage event assignments button.
- Add all events to the appropriate waitlist division.

Once your **whole competition** or **a particular division** is full:

- Suspend the division/s by going to Setup-Divisions, click on the Name of the division and Untick available (leave Allow Subs ticked)
- Click on the Name of the Waitlist division and make it available.
- If you receive a withdrawal, go into the first crew on your wait list that you now want to move from the waitlist (if you want the earliest one that went onto the waitlist, go to Information-Entries and open the Entries expander, then click on the ID column header to sort), and change the Division from the Waitlist to the main division.

If the limiting factor is the **number of crews in specific events**:

- Make sure you have included at least one division in your basic setup even if you effectively only have 1 division e.g. for the Fours Head, the division is called Fours Head. Allocate all events to this division.
- Go to Setup-Divisions and create a second division called Waitlist for each main division. Don't allocate any events to the waitlist division/s at this time.
- Once an event is full, go to Setup-Events and click on the X that's by the main division name, then click in that Divisions box and select the Waitlist Division. All crews already entered in the main division will remain allocated to the main division, but the Waitlist division will now be offered.
- If you get a withdrawal and want to move a crew from the waitlist, click on the crew on the waitlist that you want to add to the event instead and change the Division from the Waitlist for that division to the main division.



In all scenarios, once you Close for entries, make sure you mark any crews remaining in your Waitlist division/s as Rejected and refund any entry fees.