**RegFox Helps**

**To cancel a student:**

* Under Pages, find your conference
* Click on the number in the Registrants column
* On the next page, find the student (you can use the search bar)
* Click the eye ball icon all the way on the right of the row of the student’s name
* Click the darker Cancel button on the upper right
* Follow the prompts and choose your options for refunds in the pop-up box

**To give a discount:**

* I’m not sure how to do this yet, so I’m no help here.

**To apply a scholarship:**

* Under Pages, find your conference
* Click on the number in the Registrants column
* On the next page, find the student (you can use the search bar)
* Click the eye ball icon all the way on the right of the row of the student’s name
* On the right side of the screen you will see the outstanding balance
* Click the Add Payment button
* In the pop-up box, add the amount
* Click Record an Offline Payment
* In Memo or Check Number Box put Scholarship
* In Notes box put the account you want to charge
* **Make sure you keep track of these so you can make the necessary transfers later!**

**To give a refund:**

* Select Reports from the top bar
* Select Transactions
* Search for the student in the search bar
* Click the eye ball icon on the far right of the row of the student name
* Click the Refund button near the top right
* Follow the prompts

**To input the Conference Account Number:**

* Under Pages, find your conference
* Click the blue Edit Page button in the upper right
* Choose Settings > Basic Setup from the top menu
* Scroll down to the Metadata box
* The account number goes in the box to the right of the box labeled Workday Reference ID

**To stop automatic registration email updates for staff:**

* Select Reports from the top bar
* Select Exporter
* Select Registrant Data
* Select Load Memorized Reports
* In the drop down box, select the correct report/conference
* Scroll to the bottom
* Select Update Memorized Report
* In the pop-up box, clear the ‘Email Export To’ box
* Save Report