

- **Stop Registration and Registration Pause**

- Before you do this, make sure all staff are moved out of available.
- If you get enough staff booked with backups, you can pause or stop the event registration
 - Find the red square button in the “Available” sub box and push it. This will stop registration.
- You can also pause registration
 - In the same “Available” sub box locate the three vertical dots and push them.
 - Select “Pause shift registration”
 - This can be done per shift
 - Each shift within an event has a pause registration option that you would use if one shift is full, but others are still open.