

How to issue a full or partial refund

Before using the Waitlist, verify that you have configured and enabled **automated email notification (Email Management) for Event Booking Waitlist**. There is a support document “**How to configure automated email notification**” for tournament registration that can be applied for the waitlist.

1. Go to <https://fpusa.justgo.com> or scan the QR code below.



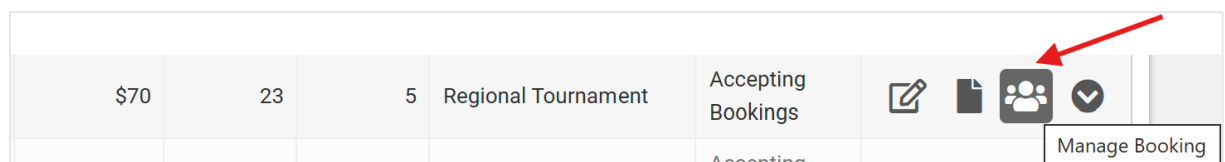
2. Enter your **email address** for the **Username**. Enter your **password** and click on Log In.
3. If you need to reset your password, click on “Forgot Password?”
4. Select **Menu** from the upper left corner.



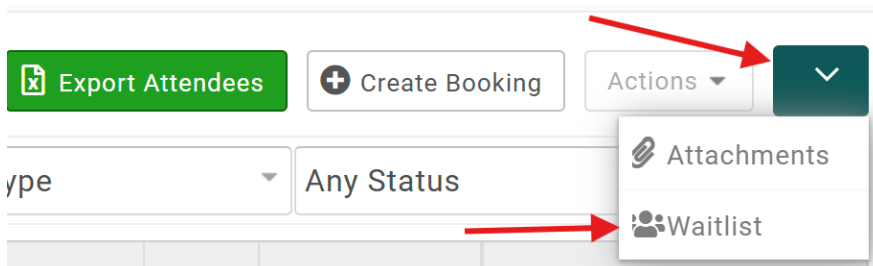
5. Scroll down and select **Event Management**.



6. Find your **tournament** and click on the **Manage Booking** icon.



7. Select **Waitlist** from the drop-down list.



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8. When you want to invite a member from the waitlist to register, click on the **Reserve** toggle.

Registration	Date	Time	Status	Source	Reserve
@gmail.com	02/06/2026	04:14 PM	Completed	Waitlist	☒
@gmail.com	10/10/2026	02:19 PM	Waiting	Invite	☐

	Date	Time	Status	Source	Reserve
@gmail.com	02/06/2026	04:14 PM	Completed	Waitlist	☒
@gmail.com	10/10/2026	02:19 PM	Waiting	Invite	☒

9. The member will be notified by **email with the link to register**. The system will reserve a registration ticket for that member.

For questions or further assistance, please contact us at: membership@usapetanque.org.

Alain Gimenez
FPUSA Membership Secretary