

# Cancelling an Event

## Cancellation and Refund Policy:

Please note that Cancellation and Refund Policies vary from organization to organization. Therefore, cancelling an event does not ensure a refund. Please refer to your organization's policies for details.

Depending on the policies, cancellations may result in cancellation fees, or may only result in partial refunds.

Also note that registrations are transferrable.

To cancel an event that you are registered for:

- Log into your Account
- Click on the **Registration History/Certificates** link.

The screenshot shows the homepage of the Professional Development Online Registration system. At the top right, it says "Home" and "Registration Cart: 0 items". The main header reads "Welcome to Professional Development Online Registration". Below this is a search bar with the text "Search by Session ID or Keyword" and a "submit" button. The left sidebar contains "QuickLinks" with a "sign in" button, and a menu with "Home", "Search Types" (Search by Keyword, Calendar of Sessions, Conferences), "User Account Information" (Professional Development Record, My Account), and "Registration History/Certificates" (highlighted with a red box). The main content area features "Evaluations & Certificates" with three bullet points: "Click the Registrations/Certificates link on the left.", "Click Past Sessions.", and "Click the Evaluation link to complete the evaluation. The Certificate link will appear when...". To the right, "Upcoming Sessions" lists "Friday 8/1/2014 Creative Curriculum" and "Tuesday 8/5/2014 Learning Strategies in the Science Classroom", with a "more sessions..." link.

- Click on **Cancel Registration** link under the appropriate event

The screenshot shows the "Registration History/Certificate" page. At the top right, it says "Registration Cart:". Below this are four tabs: "Upcoming Sessions", "Past Sessions", "WaitingList", and "Online Sessions". A table lists registration details:

Session ID	Title	Start Date	Location
26776	Fun With Words	10/31/2014 8:00 AM	Administration, RM

Under the "Fun With Words" title, there are three links: "Change Registration", "Cancel Registration" (highlighted with a red box), and "Print Confirmation".

- The cancellation verification page will display:

Registration History - Cancel Registration Registration Cart: [0 items](#)

This is the registration cancellation page. Please read the message below before continuing.

You are currently registered for:

**Fun With Words**  
learn ways to encourage creative spelling.  
**Session ID:** 26776  
**Fee:** \$60.00  
**Start Date:** 10/31/2014 at 8:00 AM  
**Location:** Administration, RM 201

By clicking on 'Cancel Registration', you will be removed from the session listed above. Depending on your payment status and the number of days before this session, you maybe eligible for a refund. For more information please contact Registration Services.

- To continue with cancellation, click ***Cancel Registration***
- To move back to the previous page or not cancel, click Previous Page
- If cancellation is completed, a Cancellation Confirmation will be sent to you via email.