

# 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. On the left is a dark blue sidebar with 'QuickLinks' including a 'sign in' button and a link for 'New Users - click to create an account'. Below this are sections for 'Home', 'Search Types' (with links for 'Search by Keyword', 'Calendar of Sessions', and 'Conferences'), and 'User Account Information' (with links for 'Professional Development Record', 'My Account', 'Registration History/Certificates', and 'Subscriptions'). The main content area has a header with 'Welcome to Professional Development Online Registration' and a search bar. Below the search bar is a large image of a teacher and students. To the right of the image is a list of 'Upcoming Sessions' for Friday 4/1/2016, including 'Multi-venue Science Leadership Network' and 'Recognizing Reimbursable Meals and Offer versus Serve'. At the bottom, there is a 'Contact Us' link and a note to contact the site for questions.

- Under the **Upcoming Sessions** tab, 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: 0 items'. Below the header are four tabs: 'Upcoming Sessions', 'Past Sessions', 'WaitingList', and 'Online Sessions'. The 'Upcoming Sessions' tab is active. Below the tabs is a table with the following data:

Session ID	Title	Start Date	Location
26776	Fun With Words <a href="#">Change Registration</a> <a href="#">Cancel Registration</a> <a href="#">Print Confirmation</a>	10/31/2014 8:00 AM	Administration, RM

- 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 may be eligible for a refund. For more information please contact Registration Services.

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

You have been successfully removed from:

**Title:** Fun With Words  
**Session ID:** 26776  
**Start Date:** 10/31/2014 at 8:00 AM  
**Location:** Administration, RM 201

- To continue with cancellation, click **Cancel Registration**, then click **Next**
- 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.