CANCEL AN EVENT BOOKING

bclma

The following instructions will walk you through how you can cancel your booking for an event you have registered for using the BCLMA online registration feature on the website.

- 1. Log in to the BCLMA website using your unique username and password.
- 2. Go to your **My Account** dropdown menu in the top right hand corner of the screen and select **Events** → **Events** I'm Attending:



3. On the **Events I'm Attending** page you will see listed all events which you are currently registered for. Go to the event for which you'd like to cancel your booking.

MY PROFILE Margaret Y. Crindino	MEMBER HOME	FORUMS	MEMBERS	FIRMS	MENTORS	HIP PROGRAM	EVENTS	s Faq
Margaret Y. Cividi	ino							
Ha Fi	argaret Y. Cividing andle: @mcividing rm: Miller Thomso veright now	o o on LLP						
Activity Profile Notifications • My Profile Events I'm Attending	Messages 1 Groups 1 My Events My Locations 1	Forums My Event Booking	Events Settings					
Events I'm Attending								
Event				D	ate	Spaces S	Status	\frown
Generations Exposed! Unex	pected Insights Into The P	People You W	/ork With.	2	5/03/2015	1 A	Approved	Cancel

4. Click the **Cancel** link.

5. A confirmation pop up will appear at the top of your screen. Click the **OK** button if you would like to proceed with the cancellation.



6. Your event booking will now show the status as Cancelled.

Events I'm Attending			
Booking Cancelled			
Event	Date	Spaces	Status
Generations Exposed! Unexpected Insights Into The People You Work With.	25/0 <mark>3/</mark> 2015	1	Cancelled

7. You will receive a confirmation email shortly afterwards, confirming that your booking has been cancelled.

▲ Date: Today			
BCLMA	Booking Cancelled	Mon 3/16/2015 12:21 PM 1	15
Dear Margaret Cividino,	Your requested booking for 1 spaces at Generations Exposed!		

Please Note: If your registration included another BCLMA member or a guest:

- (a) Other BCLMA members can cancel their registration directly on the website from their own unique log in, using the same instructions.
- (b) If you would like to cancel the registration for a guest you registered, please email the event contact as noted in the event description.