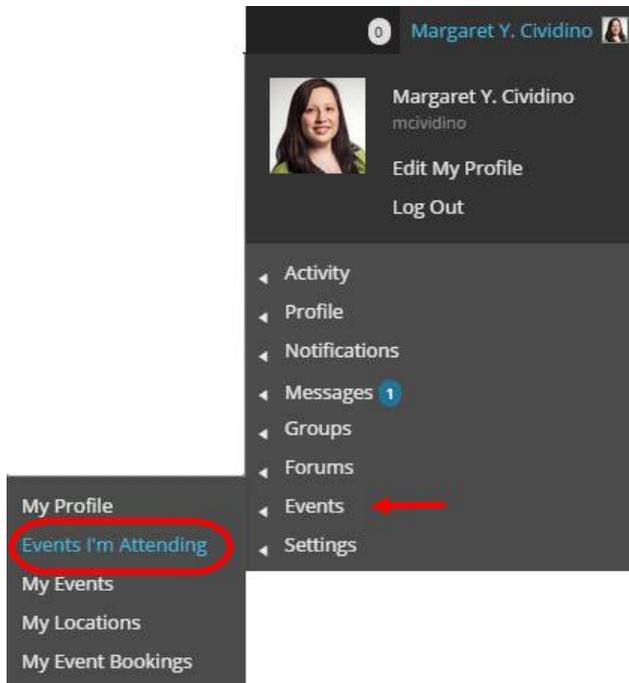


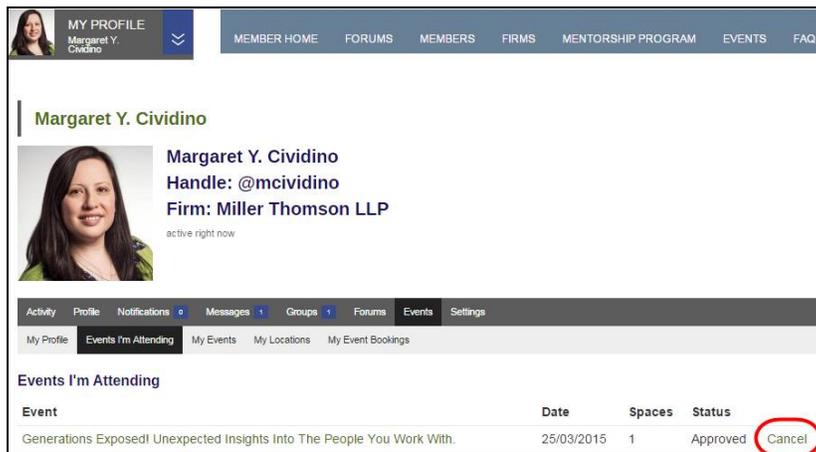
CANCEL AN EVENT BOOKING

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**:

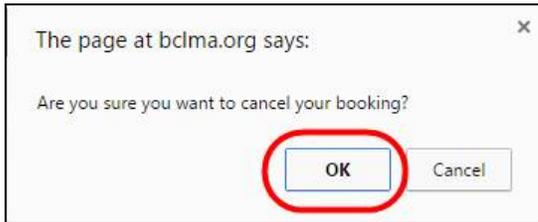


3. On the **Events I'm Attending** page you will see listed all events which you are currently registered for. Go to the event for which you'd like to cancel your booking.



4. Click the **Cancel** link.

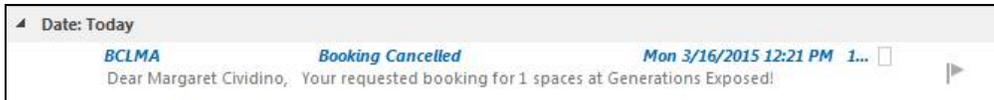
5. A confirmation pop up will appear at the top of your screen. Click the **OK** button if you would like to proceed with the cancellation.



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.	25/03/2015	1	Cancelled

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



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.