


Cancel an Event Registration

After you register for an event, you can cancel your registration on the My Overview page. When you cancel your registration, your sub-event registrations for that event are also canceled.

If you paid for the event, your administrator must process your refund.

To cancel your registration for an event

1. Point to **Home**, then click **My Overview**.
2. In the **My Registrations** section, click **Cancel** , then click **OK** to confirm.
3. The status changes to one of the following:
 - **Balance Due** - Displays if any money is owed.
 - **Paid in Full** - Displays if there is no owed for the event registration.
 - **Refund Due** - Displays if a refund is due.
 - **Ineligible for Refund** - Displays if the refund date is past the refund deadline date.
 - **Partially Refunded** - Displays if only a part of the refund has been made.
 - **Refunded** - Displays when the refund process is complete.

Related Topics

- [Register for an Event](#)
- [Event Registration Options](#)