Cancel a Ticket for an Event/Workshop

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How to: Cancel an event ticket

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If you can no longer attend a workshop that you signed up for, that is understandable since plans can change. However, if you cannot attend a workshop, please remember to cancel your ticket as it will free up a slot that another student can use.

1. From anywhere on the ITLL Website, click/tap the **Profile menu** in the navigation bar or mobile menu to go to your Profile page.
2. Locate the workshop that you want to cancel under **My Upcoming Workshops**.
3. Click/tap the **Manage Ticket** button.
4. On the next screen, click/tap the **Cancel Registration** button.
5. On the confirmation modal that pops up, click/tap **OK**.
6. The **Cancel Registration** button will change to **Register** in case you want to register again, or you can use the other button to **See Other Sessions**.



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