

Unite Education Program v6.3

Job Aid: 5578

Cancel the Event Registration for a Person


At any time after a person is registered for an event, you can cancel the registration. If you cancel a registration, Unite removes the event from the *Activity Log* on the person record. The steps for canceling an event registration differ depending on whether you want to cancel the registration from the *Event Registrations* grid or the *Events* grid.

To cancel an event registration from the *Event Registrations* grid

1. Open a browser and log on to Unite.
2. On the main menu, click EVENTS.
3. On the navigation pane, click **Event Registrations**.
4. Organize the grid to find the event registration you want to cancel.

Note

You may need to search, sort, or filter the grid to find the event registration you want to cancel.

5. Select the checkbox next to the registration you want to cancel.
6. On the command bar, click  **Delete** .



To cancel an event registration from the *Events* grid

1. Open a browser and log on to Unite.
2. On the main menu, click EVENTS.
3. On the navigation pane, click **Events**.

4. Organize the grid to find the event for which you want to cancel a registration.

Note

You may need to search, sort, or filter the grid to find the event.

5. Click the event name to open the event record.
6. Click the *Registration and attendance* tab.
7. In the *Event registration* section, select the check box next to the person for whom you want to cancel the registration.
8. Click  **Delete event registrations** .
9. Click  to close the event record.