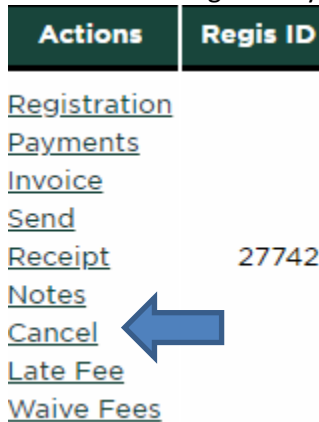


EMS – Cancelling a Registrant

(This document is not fully accessible. If you required an accessible document please contact ANR Event Services at 517-353-3175 or events@anr.msu.edu.)

1. On the event dashboard, select “Registrant Roster” in the Manage Event box.
2. Search for the registrant you need to cancel.



3. Under the “Actions” column, click cancel for the individual
4. Check mark the Cancel Registration box
5. Make sure the Cancellation Fee is accurate. It’s always a good idea to check the event description and cancellation fee section of the registration process to ensure this is accurate

Required fields are indicated with an asterisk (*)

Cancel Registration

This registration process has a cancellation fee. A cancellation fee of \$125.00 will be assessed for any registrant cancellation on or after 10/01/2019.

* Effective Date:

10/17/2019

The cancellation will be effective starting on this date.

Cancellation Fee:

125.00

* Explanation:

Explain the reason for the cancellation.

Update Registration

Cancel

6. Provide an Explanation for auditing purposes
7. Click “Update Registration” when complete

If the event is free:

8. Check your registrant roster to confirm the individual was moved to the bottom of the roster and was re-alphabetized with the cancelled registrations

If the event is not free:

9. Check your registrant roster to confirm the individual was moved to the bottom of the roster and was re-alphabetized with the cancelled registrations.
10. Check the balance due column. If a balance appears (i.e. (\$65.00)) refer to the Request a Refund procedure on how to request a refund.