SNC Website – How to Cancel Your Event Registration

If you are registered and can't attend an event, it's important that you cancel so the event leader knows you can't make it and so a member on the waitlist can attend.

SNC Website http://southlakenewcomers.com

1. Log in to the website using your email and SNC password



2. In upper right corner, select "View Profile" to see "My profile"



3. Select "My event registrations" to see your past (gray) and future registrations

My profile		
Edit profile My directory profile Profile Privacy Email subscriptions Member photo albums My event registrations Invoices and payments Donations Invoices		
Filter by Search	Records found]: 49
Event	Ticket type	Status
LindaW's Evening Cruise Test Thursday, September 28, 2023 6:00 PM	Member \$0.00	Confirmed
<u>Monthly Luncheon Meeting</u> Tuesday, September 19, 2023 11:00 AM	Monthly Luncheon Meeting \$30.00	Confirmed

- **4.** From the "My event registrations" list, click in the "Status" column for the event you can't attend
- **5.** Select "Already registered"

6. Select "Cancel registration"



If you need to cancel and there is no "Cancel registration" option, email the SNC Registrar at <u>register4SNC@gmail.com</u> for assistance.

After you register for an event, join a waitlist or cancel an event registration, you will receive a confirmation email.