

Cancelling a Course Booking via Eventbrite

Introduction

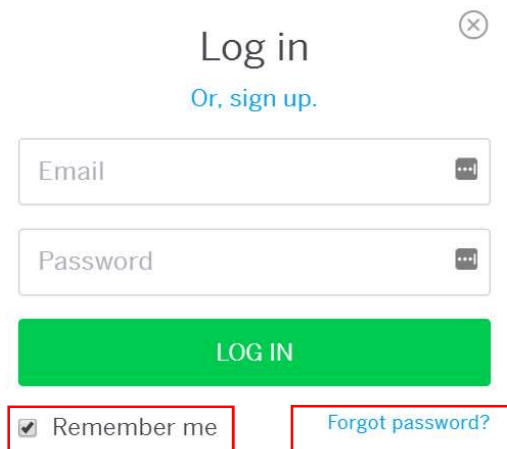
If you or your colleagues are unable to attend a booked training course, it is important that you cancel your space so that another person may use it.

Cancelling a course booking

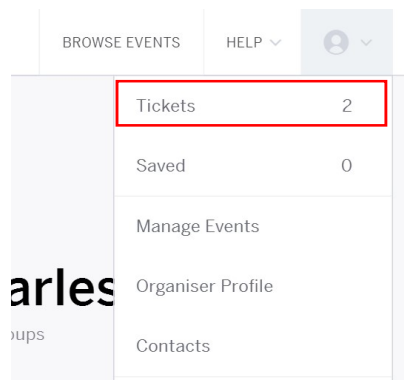
1. Access Eventbrite by navigating to <http://www.nwlpcs.eventbrite.co.uk> or by clicking on the link in your confirmation email
2. You may need to Login to the site. If so, click Log In from the top of the screen. If not, skip to step 3



- 2.1. Enter the email and password you setup when booking the tickets.
- 2.2. You may want to tick the Remember Me box so that you will not need to login again when using the same computer
- 2.3. If you have forgotten your password, follow the Forgot Password link



3. Once logged in, click on the user icon and select the tickets option



cancelling a course booking

- Select the course booking you wish to cancel

2	0	
UPCOMING EVENTS	SAVED EVENTS	PAST EVENTS
	30 AUGUST 2016 - 09:30 SystemOne for Administrators - Marylebone Road Free order no. 541109677 of 1 Registration on 16 August 2016	
	22 SEPTEMBER 2016 - 10:00 SystemOne for Senior Administrators - St Charles	

- Select the option to Cancel Order

[← Back to Current Orders](#)

Order for SystemOne for Administ

Free order no. 541109677 on 16 August 2016
Tuesday, 30 August 2016 from 09:30 to 12:30 (BST)
NW1 5JD London

PRINT TICKETS	Delegate
CANCEL ORDER	Contact Information
CONTACT THE ORGANISER	First Name * Simon
	Surname *

- Confirm your cancellation

Cancel Free Order

Are you sure you want to cancel this order?

YES, CANCEL THIS ORDER	NO, NEVERMIND
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