

If you are no longer able to attend an Event, you need to withdraw yourself so that the seat is made available for someone else.

1. From the home page, select the Training Record tile.



- 2. On the Filter by Training Status drop down, select Active.
- 3. Select the View Training Details drop down on the Event you wish to withdraw from.
- 4. Select the Withdraw option.

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- 5. Complete the Withdraw Registration form.
- 6. Select the reason from the drop-down menu and click Submit.

/ithdraw Registration		
you withdraw your registration for this session, you will immediately be withdrawn from the delegate list.		
Session Details		
Event Name: Conversations about Performance Date: 1/Time: (1) 28/02/2025 99 30 - 28/02/2025 13:00 Location: Altere South Fination Centre > Student Hub & Union Price: Price Not Set Withdrawal Penalty: A\$00.00 if withdrawn 7 days prior to session start date		
SESSION WITHDRAWAL OPTIONS		
Please solect a reason view       Please solect a reason view       dc.       <		
On leave		
Personal reasons Person		



Some events incur a fee for late withdrawal. Refer to the Event Training Details page to view Withdrawal Penalty information.

