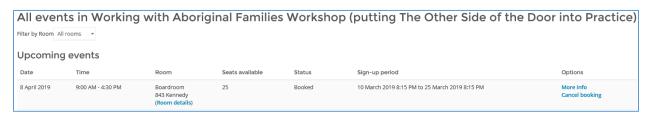
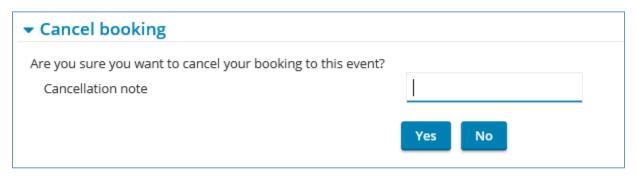
## How Do I Cancel a Workshop I am Registered for?

- From the Home Page, click on My Workshops
- Locate the workshop you would like to be removed from
- Click on the "Cancel booking" hyperlink



 On the next screen, enter your reason for cancellation and click "Yes" to confirm that you would like to cancel your booking



**NOTE**: You will not be able to cancel your registration on the LMS if the cancellation deadline has passed. Please email <a href="mailto:cwelfare@torontocas.ca">cwelfare@torontocas.ca</a> in this situation.

## **Cancellation Deadlines:**

- 3 weeks prior to the start of the workshop
- Cancellation of OACAS workshops with less than 3 weeks' notice will result in a \$110 to your branch, unless a suitable substitute is found.