How do I cancel my registration for a workshop?

Tell Me

To cancel your registration for a workshop:

1. Review the guidelines outlined in the table below.

<table>
<thead>
<tr>
<th>If...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>you need to cancel <strong>within 24 hours</strong> of the session start time</td>
<td>you will not be able to cancel. You and your manager will receive an email confirmation of your <strong>absence</strong>. Send an email at <a href="mailto:HRTraining@uncc.edu">HRTraining@uncc.edu</a> so we know you will not be able to make it.</td>
</tr>
<tr>
<td>you need to cancel <strong>more than 24 hours before</strong> the session start time</td>
<td>please log in <a href="https://hr-training.uncc.edu/">here</a> to cancel your registration so that the next person on the waitlist can be automatically enrolled.</td>
</tr>
<tr>
<td>you don’t cancel and you don’t show up</td>
<td>you and your manager will receive an email notice that you were a <strong>no-show</strong>.</td>
</tr>
<tr>
<td>you don’t cancel and you don’t show up <strong>repeatedly</strong></td>
<td>you will be placed on Santa’s naughty list, and may be <strong>ineligible</strong> to register for future workshops.</td>
</tr>
</tbody>
</table>

2. Follow this link to log in to the registration system with your NinerNET user name and password: [https://hr-training.uncc.edu/registration/login.asp](https://hr-training.uncc.edu/registration/login.asp)

3. Click **Cancel** next to the workshop you no longer want to attend as pictured below.

4. Select the reason for cancelling your registration from the list provided, as pictured below and then click **Submit**.

**ASPIRE**

**You are about to cancel your registration for ASPIRE. Please provide a reason for cancelling:**

- [ ] Do not meet workshop requirements
- [ ] Change in Workload
- [ ] Personal Matter
- [ ] Schedule Conflict
- [ ] Other

**Submit**