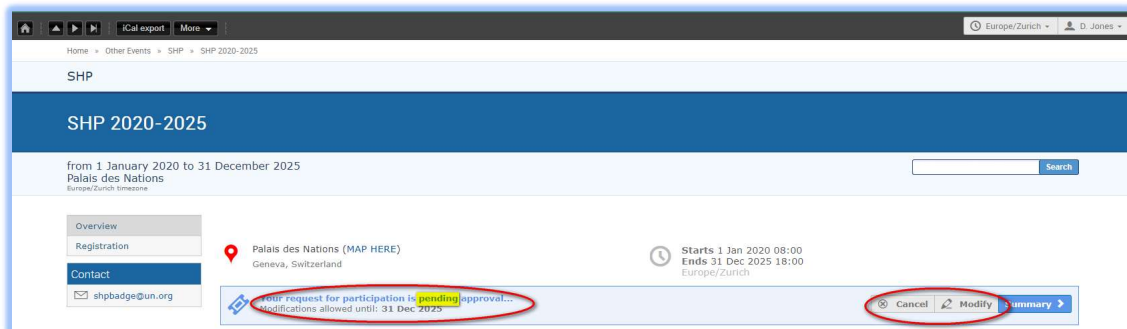


MODIFY OR CANCEL YOUR REGISTRATION

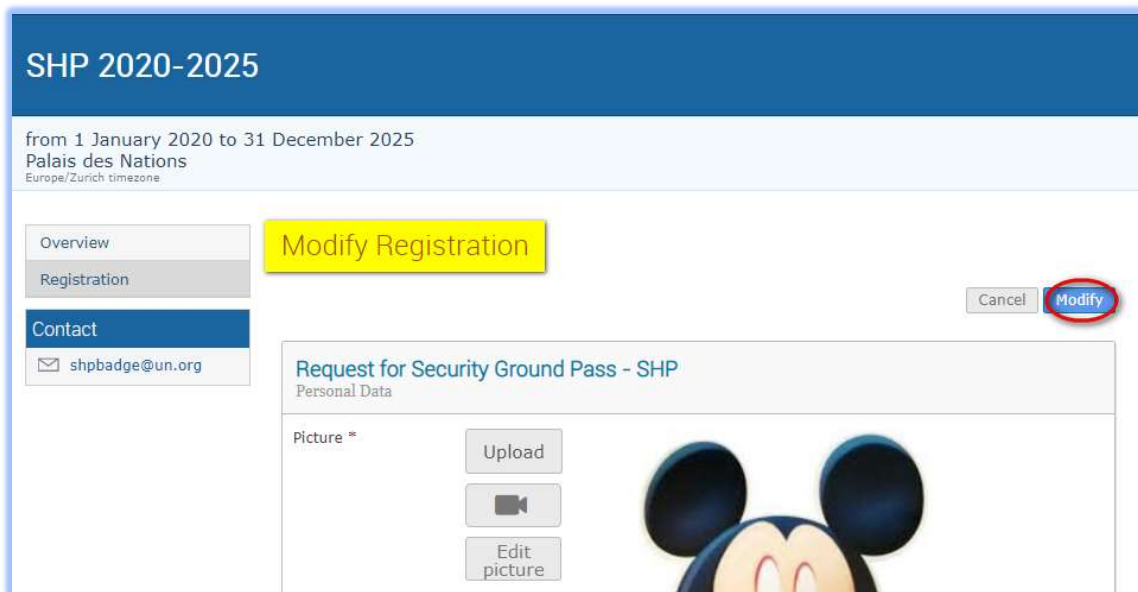
You may only modify or cancel your registration when it is **PENDING** approval.

- Log in to Indico and go to the event page.
- On the event page a registration status bar “Your request for participation is pending” is visible with the options to either **Cancel** or **Modify**.



Modify Your Registration

- Click **Modify** in the status bar. The **Modify Registration** form opens. Make the changes and then click **Modify** again to save the changes.



- The following message appears on screen to confirm the changes:

✓ Your registration has been modified successfully.

To Cancel Your Registration

- Click **Cancel** on the registration status bar.



To Modify or Cancel Your Approved Registration

- Neither option (Cancel or Modify) is available on the registration status bar and you will have to contact the organizer in both these situations.



- For modifications, upon request the organizer can make the changes on your behalf **OR** reset the registration to **pending**. When it is back to pending you can make the changes as previously described and resubmit for approval.
- For cancellation, you should contact the organizer to cancel the registration on your behalf.

--- END ---