

Objective: Canceling and Uncanceling Registrations

Scenario: You have a Person that you would like to cancel from an Event. There is a \$50.00 cancellation fee. Later, this Person would then like to attend this event after all.

Step 1: Locate the person you would like to cancel from an Event. In the cancel box, click on Person. (Fig. A)

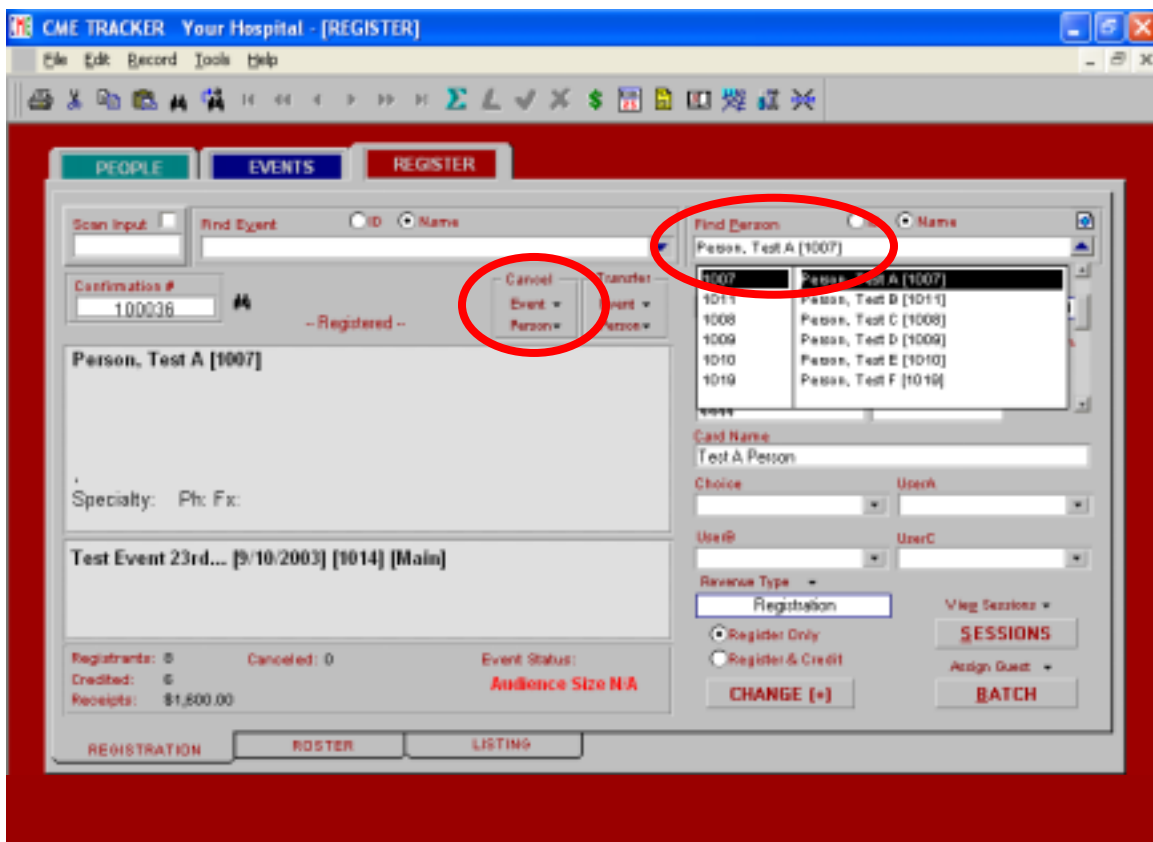


Fig. A

Step 2: The Cancel Registration popup appears. If there is a cancel fee, enter the amount. Press enter from your keyboard. The Refund amount is displayed. The total amount owed is shown at the bottom. Click CLOSE.
(Fig. B)

Cancel Registration

Person, Test A [1007]
Test Event 23rd... [9/10/2003] [Main]

Enter Adjustment(s) for Cancellation Fee

Registration: Pay Date: 7/22/2004, Attendee Type: Phoenix, Fee: \$100.00

Amount: \$50.00

Adjust Amount: Default: \$0, Cancel Fee: \$50, Refund: \$750

Date	RevType	Payor	Memo	Source	Amount	Confirm #
8/10/2004	Cancel Registration	Test A Person	4444	Cancel Reg	\$50.00	100038
8/10/2004	Registration	Test A Person	4444	Cancel Reg	(\$100.00)	100038
7/28/2004	Registration	Test A Person	4444	Register	\$500.00	100038
Total Amount					\$50.00	

Fig. B

Step 3: The CONFIRM CANCEL REGISTRATION popup appears. Click Yes.
(Fig. C)

CONFIRM CANCEL REGISTRATION

Person, Test A [1007]

Yes No Cancel

Fig. C

Step 4: The person is now CANCELED from an Event. To uncanceled this Person, click Person in the Cancel box. (Fig. D)

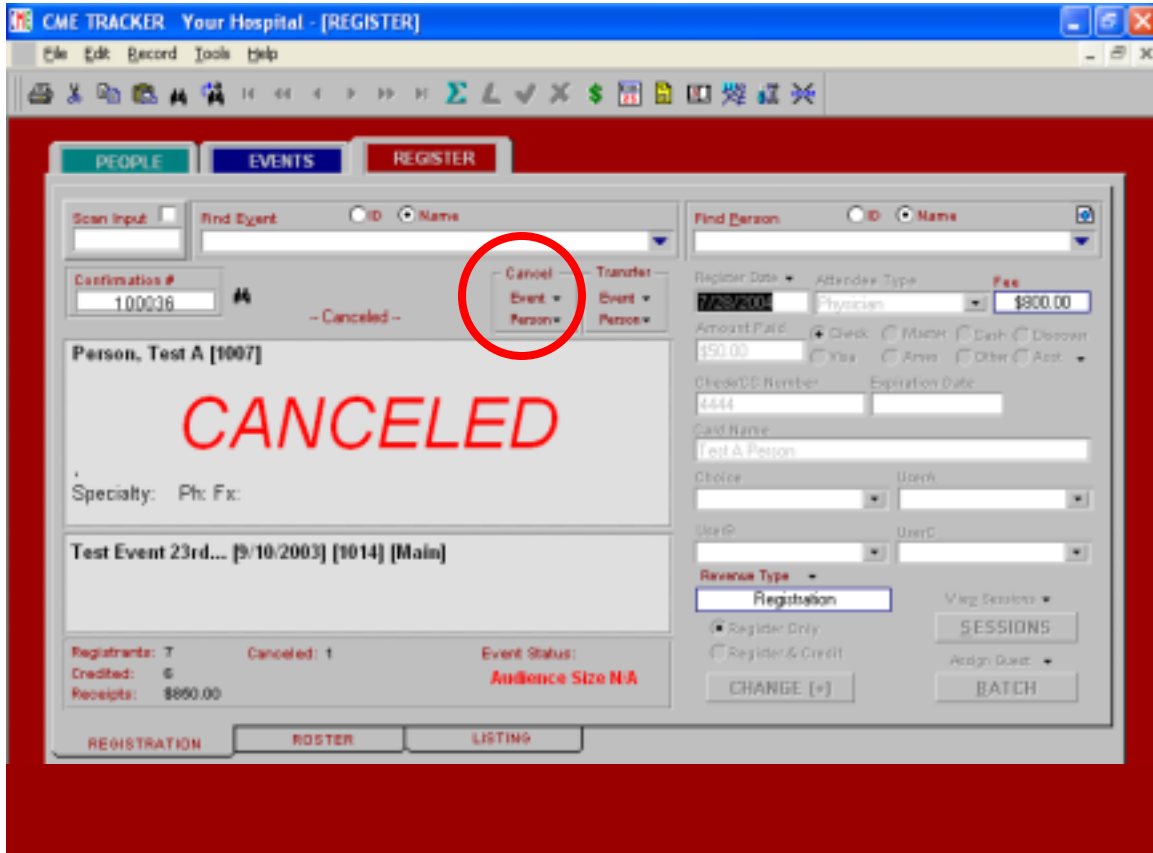


Fig. D

Step 5: Click on UnCancel. (Fig. E)

Date	RevType	Payor	Memo	Source	Amount	Confirm #
8/10/2004	Cancel Registration	Test A Person	4444	Cancel Reg	\$50.00	100038
8/10/2004	Registration	Test A Person	4444	Cancel Reg	(\$1000.00)	100036
7/28/2004	Registration	Test A Person	4444	Register	\$500.00	100038
Total Amount					\$50.00	

Fig. E

Step 6: The CONFIRM UNCANCEL REGISTRATION popup appears. Click on Yes. (Fig. F)

CONFIRM UNCANCEL REGISTRATION

Person, Test A [1007]

Yes No Cancel

Fig. F

Result: The person is once again Registered for this Event and the cancelation fee is taken away. (Fig. G)

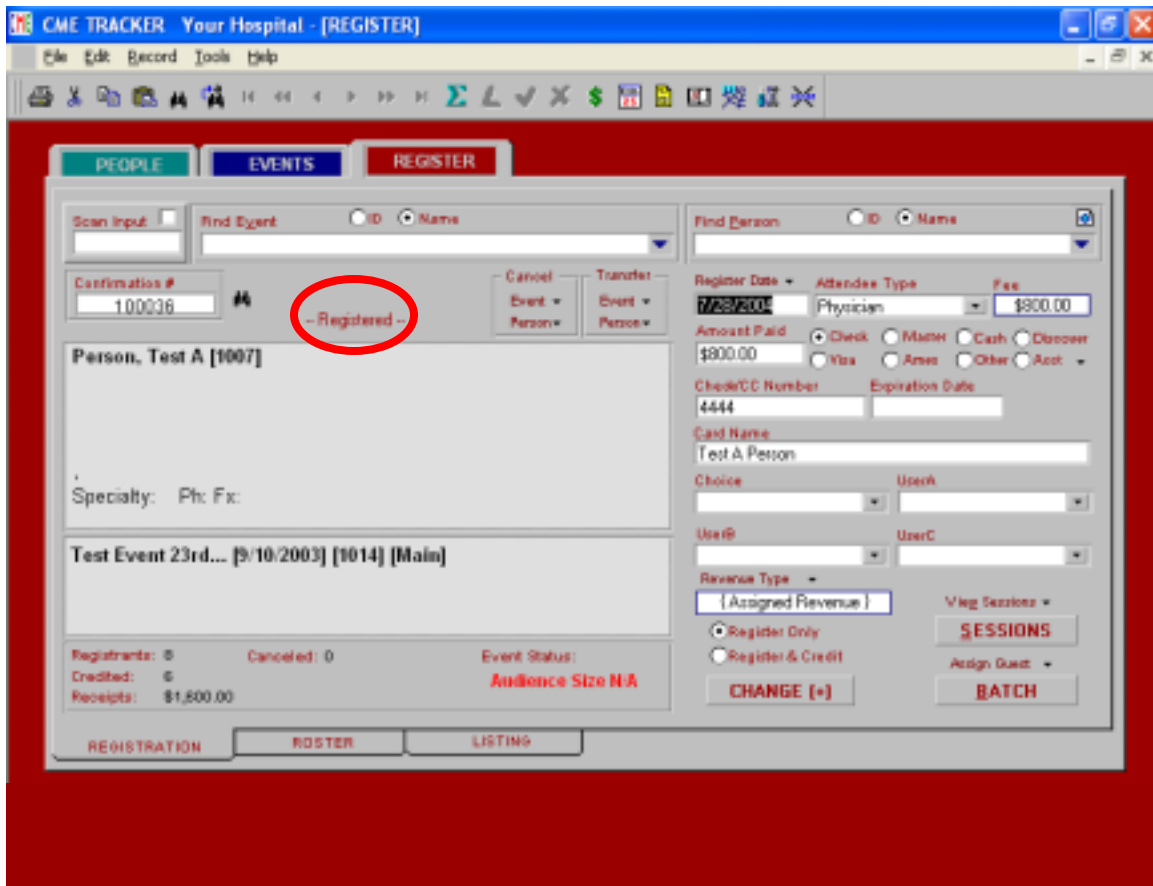


Fig. G