Cancelling a Booking: My courses> My Bookings

My Bookings

Course Name	Session Name	Session Start Date	Session Start Time	Session Finish Time	Status
QC24 Working with Strengths in Recovery	QC24 - Workshop	21 November 2017	8:15 AM Australia/Brisbane	5:00 PM Australia/Brisbane	Booked

Cancelling a booking

1. Click on the course title under MY COURSES>**MY BOOKINGS**.

2. Scroll down to the **Workshop Session** and click on **Cancel booking**

3. Fill in the required information asked on the screen (ex: Reason) and confirm the cancellation.