



The Learning Hub Guide

Cancel a Booking

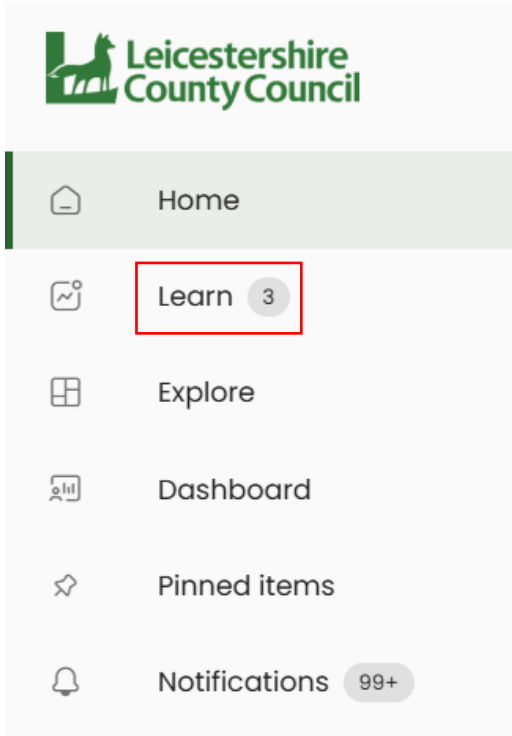


Find Event Bookings

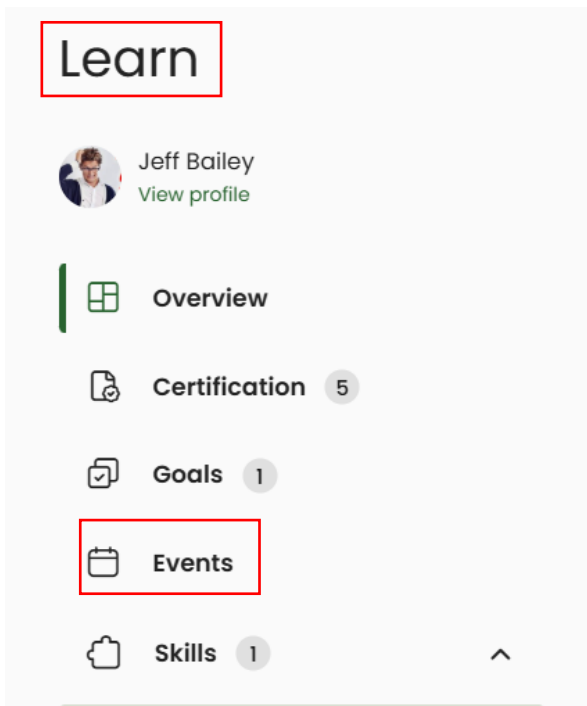
Log onto the Learning Hub

Firstly, find your event booking in your Learn Page:

Go to your Learn Page



Then select 'Events' under the 'Learn' section



You will now see all your Event booking details on the right.

Click on the event that you wish to cancel

My events

Upcoming Events Past Events

Search my events

Status: Attending

Name	Date	Time	Location	Status
Equality Impact Assessm...	12 March 2025	13:00 - 16:30 (Europe/Lon...	https://teams.microsoft.c...	Registered

On the top right of the banner on the content page you will see a 'CANCEL ATTENDANCE' button. Click on this.

COUNTDOWN TO:
12th March 2025

DAYS	HOURS	MINUTES	SECONDS
5	3	47	48

Attending...

CANCEL ATTENDANCE

You will see a pop-up window appear asking you to select a reason for cancellation. Using the dropdown arrow, select the cancellation reason and click YES.

Are you sure you no longer wish to attend the event on 12th March

Reason for the cancellation

Select Reason

NO

YES