

Changing Reservation Information

At this time, you will need to **cancel your registration and then re-register** for the event. If you are doing so for the Winter Bus, you should do this before Friday 1:00 p.m. If you need to change after the Friday deadline, you could leave a message with the bus organizers or the website, however, the messages are not guaranteed to get to those who need the information, and changes may need to be made on the bus.

Cancelling a Registration

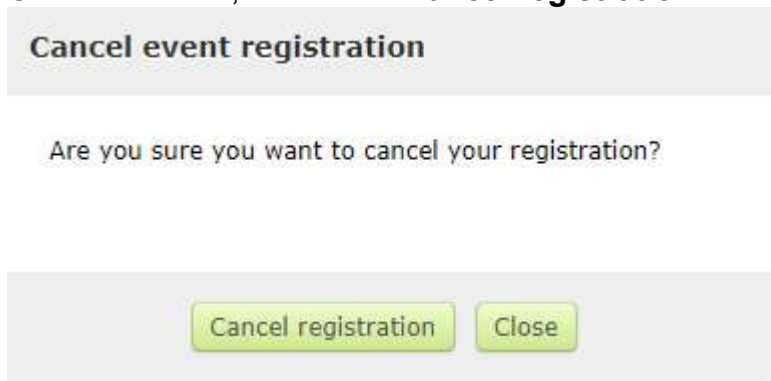
1. Login and go to the event you registered
2. To the bottom left, you will see an "Already registered"

Winter Bus Registration

Register

[Already registered](#)

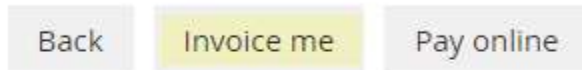
3. Click on the link, and select **Cancel registration**



4. A Cancel event registration window appears. Select **Cancel registration**
5. Your registration is cancelled and you will receive an e-mail confirming the cancellation. Your funds will be credited to your account for future use. You will now see a Balance amount (Overpayment)..

Reregistering for the Event

1. Login and register as you did previously, except you now have an overpayment in your account from the cancellation.
2. Fill out the form with the new information.
3. Select "Invoice me"



4. You can now select **Home** to get back to the Home Page. Your account will be "settled" by the administrator.