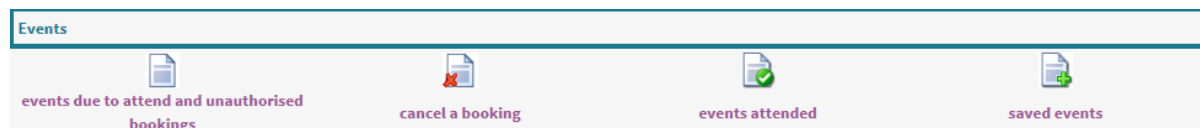


## Guide on how to cancel your booking on Kent CPD online

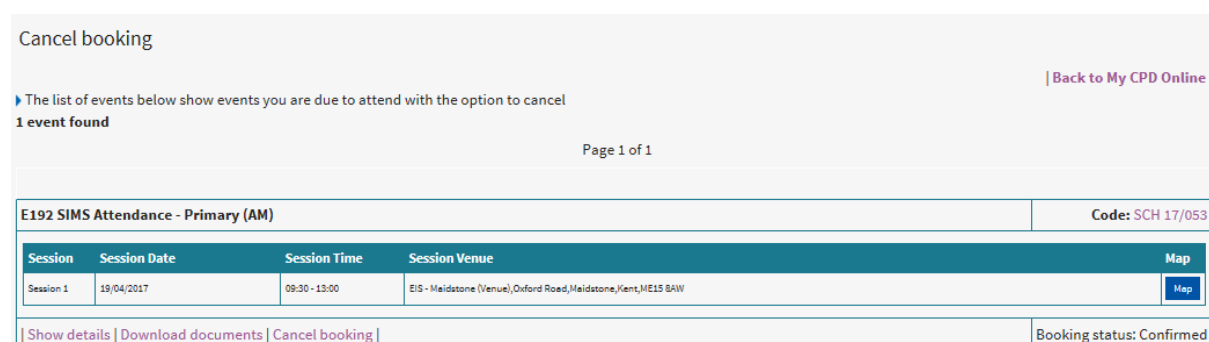
Firstly sign into your account and then select from the top toolbar the option that reads **My CPD Online**:



Scroll down to the **Event's** title and select the option that reads **cancel a booking**:



After you have selected the option cancel a booking it will show you all the courses you have applied for. Find the course you wish to cancel and then click on the option that reads **'cancel booking'**



Once you have selected the cancel booking option the following screen will appear as shown below. You will need to type in the reason for the cancellation and then tick the box against ***I have read and agree to the cancellation policy*** then click on **send**.

### Cancel Request

Your name  \*

Your Organisation/Business Unit  \*

Your e-mail Address

Your Telephone

Event Title  \*

Event Start Date  \*

Reason for Cancellation

You have **150** characters remaining for cancellation reason.

**Cancellation of this booking will not incur a charge. Please note that by clicking 'Send', you are confirming your request for your place on this event to be released. If you would like to discuss this please click 'Cancel' and contact the Event Administrator, Admin EIS karen.jestin@kent.gov.uk / 08000658800.**

**I have read and agree to the cancellation policy** | [Cancellation Policy](#) |

Once you have sent your request through you will receive the following message:

### Cancel Request

› **Your cancellation request has been sent**