Registration cancellation for a credit note

14 Steps <u>View most recent version</u>

Created by Engagifii Inc. Creation Date November 17, 2023 Last Updated November 17, 2023



Click on My Area

X	íba	≡	
\odot	My Area	>	
	Relationships	>	
4	Communication	>	Please take a look at our upcoming Events and Pr you!
	Library	>	The VSPA Team
\$	Revenue	>	
1	Legislation	>	
ŧ	Events	>	
EA.	Accreditation	>	
¢ŝ	Settings and Configuration	>	

STEP 2

Click on Registrations

2	•j My	Area	~	
	*	My Favorites		Discontaire a lock at summarian Example and Deal
	*	My Downloads		you!
	5	My Bills		The YCRA Team
	Ż	Requests	>	The ASDA Team
	Ĩ	Registrations	>	
	X	My Message Center	>	-
	0	My Transactions		
	Re	lationships	>	
Ĺ	ζ, Co	mmunication	>	
4	l Lik	varv	`	



Click on All Registrations

★ ≛	My Favorites My Downloads		Please take a look at our upcoming Events and Prof you!
5	My Bills		The YSBA Team
Ż	Requests	>	
Ē	Registrations	~	
	All Registrations		
Ë	My Registrations		
\sim	My Message Center	>	
0	My Transactions		
Rela	ationships	>	

STEP 4

Can search by registration or group id, event or registrant name. Click on id for intended registration.

Xba	≡						Crescerance Admin ~
[•] My Area	~	🏟 Home / 💽 My Area / 📑 All Registratio	ins				
★ My Favorites		Event 70 Classes 26 A	wards 11				
♣ My Downloads		C 🕺 All Registrations			Page [1/7] 1	0 🗸 of 70 Records < 🗲	X T / ~
My Bills		Search Registration ID	Search Group ID Q	Search Event Q	Event Type	Search Registrant	Actions
Requests	` `	C (RG-E-01496)	GR-R-006303	Principal Leadership Summer Conference	Summer Conference	Tara Banks	Pay Now
All Registrations		G RG-E-012147	GR-R-004754	New Board Member Orientation	Orientation	C Elle Woods	Pay Now
My Registrations		C RG-E-008666		2023 Legislative Forum	Regional Workshop	JerryTester Seinfe	Pay Now
My Message Center	>	C RG-E-007954	GR-R-001000	SHOBHIT EVENT 1	Orientation	Mike Houghton	Pay Now
Relationships	>	□ RG-E-007953	GR-R-001000	SHOBHIT EVENT 1	Orientation	Nigel New Hampsl	Pay Now
🚓 Communication	>	G RG-E-007952	GR-R-000999	SHOBHIT EVENT 1	Orientation	Hailey Lilith	Pay Now
Library	>	□ RG-E-007951	GR-R-000999	SHOBHIT EVENT 1	Orientation	Mark Maximov	Pay Now
Legislation	,	C RG-E-007333	GR-R-000752	New Board Member Orientation	Orientation	C Elle Woods	Pay Now
🛊 Events	>	□ RG-E-007332	GR-R-000752	New Board Member Orientation	Orientation	C Laura Hiers	Pay Now
Accreditation	>	C RG-E-007331	GR-R-000752	New Board Member Orientation	Orientation	Jane Goodall	Pay Now
				« < <mark>1</mark> 2 3 4 5 6	7 > >		
•		Copyright © 2023 ENGAGIFII Inc All	Rights Reserved. I Privacy Policy				Cocceifii



Click on three dots and then select Cancel Registration

Crescerance Admin ~
Inv 10000090 () ×
•
~

STEP 6

Select individual(s) to cancel

Registration Cancellation Information for Registration (Registration ID: EV-R-014966)	Craecerance Admin
EVR-014966 Event: Principal Leadership Summer Conference Registered By: Carcerance Admin Event Schedule: Duy 1: Mon, Jun 10, 2024 Duy 2: Tuu, Jun 11, 2024 Duy 3: Wed, Jun 12, 2024 Duy 4: Thu, Jun 13, 2024	inv 10000090 \$300.00 (Upper)
SELECT: Select registrant(e) whose registrations you want to cancel and provide cancellation fee/refund details.	~
C 😱 Tara Banks	Cancellation Fee: \$0.00 Refund Amount: \$0.00 >
(2) REVIEW: Please review the overall financial impact of your selected cancellations on the accounting metrics.	>
DETAIL IMPACT REVIEW: Here is specifically what will happen as a result of this cancellation.	>
(I) NOTIFICATIONS: Please review who all will be notified as a result of these cancellations.	>
\$ \$?	Cancel Cancel Registration
Events Accreditation	Bundles.
¢ Settings and Configuration →	



1	SELECT: Select registrant(s) whose registrations you want to cancel and provide cancellation fee/refu
	Registration Cancellation Reason* Select C Illness Manage Cancellation Reasons
đ.	
•	
\$	

Click on Registration Cancellation Reason

STEP 8

To create a credit note, leave refund amount at \$0.00 and click on Save and Proceed

Original Registration Amount	
\$300.00 Cancellation Fee (Optional)	
\$ 0.00	
What would you like to do the remaining registration amount? Refund Amount	
\$ 0.00	
Amount applied to new credit note automatically \$300.00	
metrics.	>



Review Financial details and click on Proceed



STEP 10

Review cancellation impact and click on Proceed

E Registration Cancellation Information for Registration (Registration (I): EV-R-014966)	Crescerance Admin ~
EVR-014966 Event: Principal Leadership Summer Conference Event: Type: Summer Conference Registered By: Orescerance Admin Event: Schedule: Day 1: Mon, Jun 10, 2024 Day 2: Tue, Jun 11, 2024 Day 3: Wed, Jun 12, 2024	Inv 10000990 \$300.00 (Dypud)
SELECT: Select registrant(a) whose registrations you want to cancel and provide cancellation fee/refund details.	>
REVIEW: Please review the overall financial impact of your selected cancellations on the accounting metrics. Tara Banks (tarabanks@yopmail.com)	>
(3) DETAIL IMPACT REVIEW: Here is specifically what will happen as a result of this cancellation.	Y
C Tara Banks	~
 What will happen when this registration is cancelled? Event Registration will be cancelled. Event Participants list will be updated. A credit note of \$300.00 will be generated. The Credit note generated would be used to offset the unpaid invoice. 	
~	Previous Step Proceed
ONTIFICATIONS: Please review who all will be notified as a result of these cancellations.	5
20	Cancel Cancel Registration
Event Contact(s)	~



Review notifications and click on Finish

Registration Cancellation Information for Registration (Registration ID: EV-R-014966)	Crescerance Admin ~
Ever. 014966 Event. Principal Leadership Summer Conference Event Type: Summer Conference Registered By: Occescrance Admin Event Schedule: Day 1: Meri, Jun 10, 2024 Day 2: Tue, Jun 11, 2024 Day 3: West, Jun 12, 2024 Day 4: Thu, Jun 13, 2024	Inv 1000090 ×
SELECT: Select registrant(s) whose registrations you want to cancel and provide cancellation fee/refund details.	>
REVIEW: Please review the overall financial impact of your selected cancellations on the accounting metrics. Tara Banks (tarabanka@yopmail.com)	>
O DETAIL IMPACT REVIEW: Here is specifically what will happen as a result of this cancellation.	>
(I) NOTIFICATIONS: Please review who all will be notified as a result of these cancellations.	J.
Image: Second	
\$	Previous Step Finish
* R	Cancel Cancel Registration
6¢ Settings and Configuration >	
Event Contact(s)	~

STEP 12

Click on Cancel Registration

Cancel Cancel Registration	
or Bundles.	



Click on Yes, Cancel Registration

immer Conference ice					Inv 1000009 \$300.00
ce Admin un 10, 2024 Day 2: Tue, Ju	Registration Cancellation		×	<	
nose registrations you wa	Registration for 1 registrant(s) will be car Are you sure you want to continue?	ncelled.			
rall financial impact of yo		No, Don't Cancel	Yes, Cancel Registration		
is specifically what will h					
who all will be notified a	s a result of these cancellations.				
					Cancel Regi

STEP 14

Now you have created a credit note to be applied to another unpaid invoice

Xba	≡	💽 Crescennce Admin 🛩
[•] My Area	₩ H	ine / 🔀 My Anna / 📕 All Replatations / 🛊 Event Registration Detail
★ My Favorites		EVer. 114966
📥 My Downloads		Registration Cancelled ×
🛒 My Bills		Event 5
Requests	•	Registrants Cancellation Fee Invoice Credit Note Refund Details
Registrations	~ R	Agistrant O Tara Banks - Image: Cn 10000002 - - Image: Cn 100000002 - - Image: Cn 100000000 - - Image: Cn 10000000 - - Image: Cn 100000000 - - Image: Cn 1000000000 - - Image: Cn 1000000000000 - - Image: Cn 1000000000
All Registrations		Search Could Note Co. 10000000 executed to effect the implementation and to exchange its implementation status Action
My Registrations		the second
My Message Center	>	Ckay
O My Transactions		
Relationships	> R	egistrant Details v
A Communication	>	
Library	>	
\$ Revenue	>	
A Legislation	>	
🛉 Events	>	Not registered for Classes, Event Sessions, or Bundles.
R Accreditation	>	
O ₀ Settings and Configuration	1	
6		



