Cancelling Registration for a Class/Conference

1. If needing to reschedule for a different course date, you must completely cancel your existing registration and register for the new course date. If you paid a registration fee, refunds take 7-14 days to process. NRP/PALS manual purchases cannot be refunded once mailed
2. Open the Confirmation Email that was sent to you following your original registration
   a. Don't have your confirmation email? Click here for further instructions.
2. Copy the confirmation number
3. Click on the "Click Here" link within your confirmation email

> Thank you for signing up for the Tuesday, March 21, 2017 PALS Update / Renewal.
>
> **Confirmation number: XFNQJJH7937**
> Location: Lorenzen Center
> Start Time: 7:45 AM
> Amount Paid: $0.00
> Click here to modify your registration. You will be prompted to enter the confirmation number shown above.

4. You will go on-line to your registration. Enter your Confirmation Number in the field provided.
5. Click "OK"

PALS UPDATE / RENEWAL

ENTER CONFIRMATION

In order to view your registration information, please enter your registration confirmation number.

Registrant: Consuelo Barela (Not you? Register for this event)

Confirmation Number: [   ]

To have the Confirmation Number sent to you, click this link: Confirmation Number

[OK]

6. Once you click OK, you will go to the registration form. Click "Cancel" at the bottom of the page
7. Finally, click "Unregister"

Information
Summary
Contact Us

My Registration
Confirmation
My Group

PALS UPDATE / RENEWAL

[Modify] [Submit Payment] [Unregister]
[Print Name Badge] [More Options ▾]

Retrieving a Confirmation Number
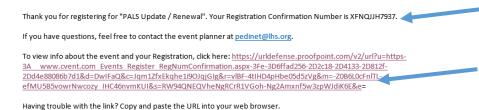
1. Go to the PediNet Education Calendar at http://www.randallpedineteducation.org.
2. Click on the Class you are currently are registered and want to cancel.

3. Click on the "Already Registered?" link at the top of the page.
4. Click on the "Confirmation Link"
5. Enter the email address you used to register for your class

6. Click "Send"

7. You will receive an email containing your confirmation number.
8. In the email you will see your confirmation number, copy the confirmation number and click on the link below

9. Click here and follow the steps for "Cancelling Registration for a Class/Conference."