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.
3. Copy the confirmation number.
4. Click on the “Click Here” link within your confirmation email.
5. Enter your Confirmation Number in the field provided.
6. Once you click OK, you will go to the registration form. Click “Cancel” at the bottom of the page.
7. Finally, click “Unregister”.

[Image showing the PALS Update/Renewal page with highlighted steps and instructions.]
Retrieving a Confirmation Number

2. Click on the Class you are currently 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.

Thank you for registering for “RALS Update / Renewal”. Your Registration Confirmation Number is XFNQJH7937.

To view info about the event and your registration, click here: [https://link1](https://link1).

Having trouble with the link? Copy and paste the URL into your web browser.
9. Click here and follow the steps for “Cancelling Registration for a Class/Conference.”