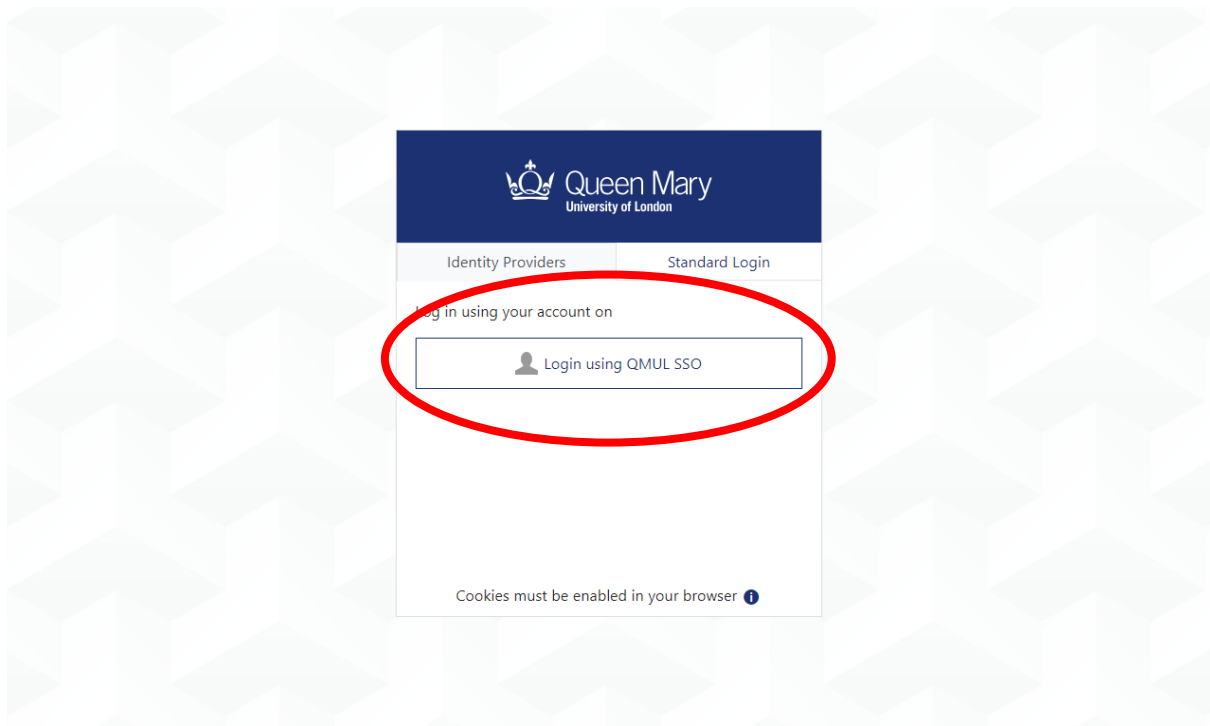


labelling="Section-Header">Cancelling a booking on the Continuous Professional Development Training (CPD Training) system

This short guide will walk you through how to cancel a booking you have made on the new Continuous Professional Development Training (CPD Training) system.

This guide has 6 steps. Each step is on its own page.

1. Go to the [CPD](#) Training website and login using QMUL SSO (single sign on).



2. Once you have logged in, select 'My CPD Record' from the top menu bar.

Queen Mary University of London

Home My CPD Record Course Finder Reports

CPD Training

OGG BUILDING

Dashboard / Learner

Welcome to CPD Training

To search for any type of any type of learning - be it e-learning, face to face workshop, or combination of these - go to [course finder](#). You will also find Course Finder and other useful links on the top menu. On this page you will find current learning, upcoming workshops and events and FAQs for training and development providers across Queen Mary.

3. On the next screen, scroll down to see the courses for which you are registered, and click on the one you'd like to cancel.

Record of Learning

- All Learning
- Active Learning
- Completed Learning

Other Evidence

- Other CPD

4 records shown

► Search by

Search Clear

Show/Hide Columns

Type	Course Title ▲	Plan	Plan course due date	Previous Completions	Progress	Course completion date
👤					0%	
👤					0%	
👤	Effective Academic Writing				No criteria	
👤					No criteria	

Export as CSV Export

<https://prod-training.nmsh.ac.uk/course/view.php?id=66>

4. This will take you to the same screen as the booking screen. Click the 'Book here' button. This button is located at the right end of the row with the course information.

Course information includes:

- Title.
- Date and time.
- Location.
- Facilitator.
- Booking button.

The button still says 'Book here' even though you are booked. The next step will let you cancel the booking.

The screenshot shows a user interface for managing a course. At the top, there is a blue banner with the text: "- Consider how to integrate the work of others into your own writing." Below this, the breadcrumb navigation reads "Dashboard / My courses / Effective Academic Writing" and a "Turn editing on" button is visible in the top right. The main content area is titled "Effective Academic Writing seminar" and includes a "Your progress" indicator. A table lists the course details:

Event status	Booked	Session times	Rooms	Facilitators	Actions
Upcoming Booking open (Booked)	24 / 30	9 November 2023, 1:00 PM - 3:00 PM Timezone: Europe/London			Book here

Below the table, there is a "View all events" link and a "Request to be notified of new dates" button. On the right side, there are navigation links for "Effective Academic Writing" (Participants, Grades, General) and "Administration".

5. On the next screen, click 'Cancel booking' near the top right side of the page.

The screenshot shows a web interface for booking an event. At the top, there is a dark blue navigation bar with the Queen Mary University of London logo and links for Home, My CPD Record, Course Finder, and Reports. On the right side of the bar are icons for settings, email, and notifications. Below the navigation bar is a breadcrumb trail: Dashboard / My courses / Effective Academic Writing / General / Effective Academic Writing seminar. The main content area is titled 'Effective Academic Writing seminar' and includes a 'Manage attendees' section. A 'Booked' status is displayed in a box on the right, with a 'Cancel booking' button highlighted by a red rectangle. The event details show it is booked, with a capacity of 24/30. A table of sessions is shown below, with one upcoming session on 9 November 2023 from 1:00 PM to 3:00 PM. A 'View all events' button is located at the bottom left of the main content area.

Queen Mary University of London

Home My CPD Record Course Finder Reports

Dashboard / My courses / Effective Academic Writing / General / Effective Academic Writing seminar

← All events | Event | Sessions Back to top

Manage attendees

Effective Academic Writing seminar

▼ Event

Booked/Capacity
24 / 30 (waitlist enabled)

Event booking
Booked

Site Manager

▼ Sessions

Status	Times	Rooms	Facilitators
Upcoming	9 November 2023, 1:00 PM - 3:00 PM Timezone: Europe/London		

[View all events](#)

Booked

[Cancel booking](#)

Contact the university

6. Enter your reason for cancelling and click 'Cancel Booking'. You will then receive a confirmation at the top of the page in the green banner that your booking has been cancelled. You should also see a confirmation message in your alerts at the very top right of the page.

The screenshot shows the 'Effective Academic Writing seminar' page. At the top, a green banner displays the message: 'Your request was accepted.' Below this, the page title is 'Effective Academic Writing seminar'. The 'Event' section shows 'Booked/Capacity' as '24 / 30 (waitlist enabled)', 'Event booking' as 'Booked', and 'Site Manager'. The 'Sessions' section includes a table with columns for Status, Times, Rooms, and Facilitators. A 'View all events' button is present. A modal window titled 'Cancel booking' is open, asking 'Are you sure you want to cancel your booking to this event?' and featuring a 'Reason for cancellation*' text input field and a 'Cancel booking' button. The modal also contains a warning: 'There are required fields in this form marked *.'

The screenshot shows the 'Effective Academic Writing seminar' page after a booking. A green banner at the top contains the message: 'Your booking has been cancelled. You should immediately receive a cancellation email.' The page title is 'Effective Academic Writing seminar'. The 'Event' section shows 'Booked/Capacity' as '23 / 30 (waitlist enabled)', 'Event booking' as 'Booking open', and 'Site Manager'. The 'Sessions' section includes a table with columns for Status, Times, Rooms, and Facilitators. A 'View all events' button is present. A modal window titled 'Book a place' is open, with the sub-heading 'Accessibility requirements' and a text input field, and a 'Book a place' button. In the top right corner of the page, a notification bell icon is highlighted with a red circle.