



## Cvent Instructions – How to Unregister

From the registration site summary page (which can be found on the conference page at [www.icpains.org](http://www.icpains.org)), you will open your registration information page but scrolling to the bottom of the page and clicking the link called “CLICK HERE” under the heading, “Already registered and need to retrieve information or modify registration?”



On this next page, enter your email address and the confirmation number that can be found in your confirmation email.



As you can see, if you have lost your confirmation email, you can easily retrieve all your information through email. If you do have your confirmation number, you can enter the information and click “ok” on the bottom right.

You will then be navigated to a page where you can modify your registration, unregister, substitute registration (under “more options”) and print the invoice or agenda from the “print options” drop-down tab.



Once you click on the “unregister” button, you will be asked to either “cancel” or “finish” the cancelation process by selecting one of the buttons on the bottom right. Choosing “finish” will cancel your registration and start the refund process based on the refund policy for the event.

