Event Registration & Cancellation Tips

How to Register for an Event

1. Sign into your CALL Account
2. Go to the event page you wish to attend and click on the Register button and follow instructions
3. Once you have registered, please check you receive a registration confirmation email from the system, as this confirms that everything worked OK and you are registered properly. If you do not receive this confirmation, feel free to try and register again (it will let you know if you are already registered and will not let you register twice) if you are still having issues please contact the webteam@calgarylifelonglearners.ca for support.

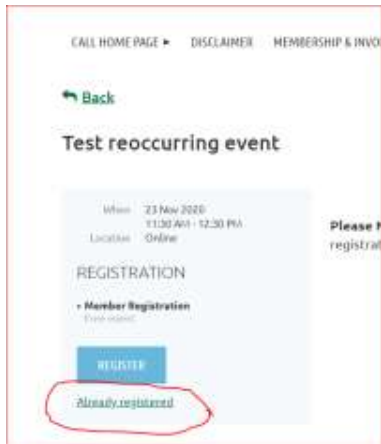## How to check if you have registered for an Event

1. Sign into your CALL Account and go to the CALL Calendar

2. Click on the event you wish to confirm your registration for

3. "Already Registered" will display if you are registered.

How to Cancel an Event Registration

When the maximum number of registrations for an event is reached, a waitlist is established. If you are unable to attend an event for which you have registered, please cancel your registration so others on the waitlist can attend.
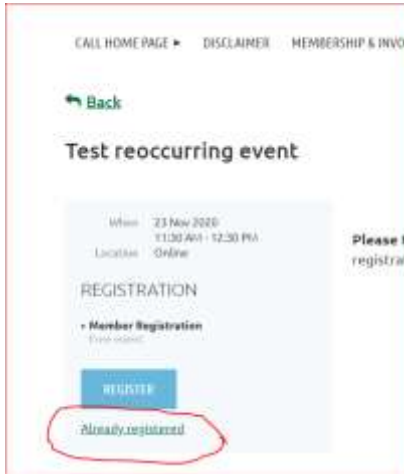
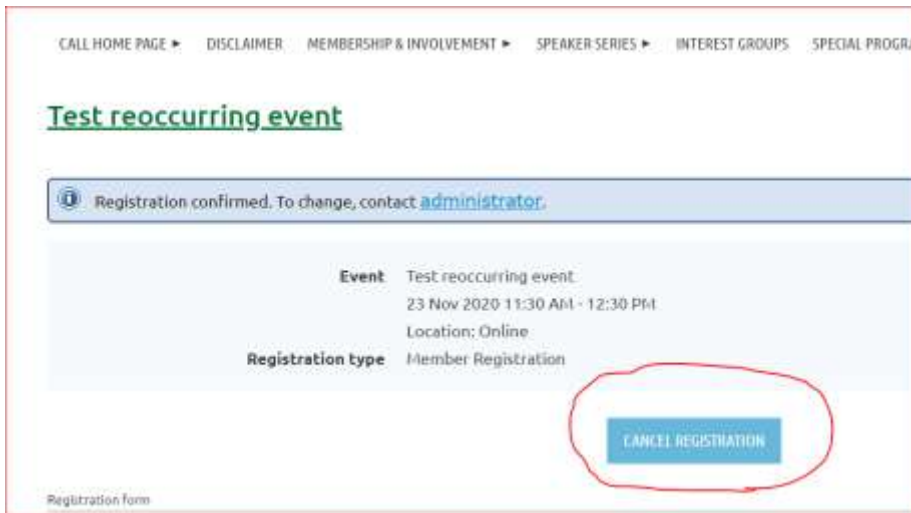1. Sign into your CALL Account and go to the CALL Calendar

2. Click on the event you wish to cancel your registration

3. Click on the Already Registered link

4. Click on the Cancel Registration and then confirm

Your registration has been cancelled.