

- 1) Please, go to your Member365 account.
- 2) Under events, (at the top) drop down to “My Events Registration” all of the events you signed up for will be listed.
- 3) Just hit the “withdraw/modify” button.
- 4) Then it will bring you to your Tickets
- 5) Click "remove" for each ticket
- 6) Then click "continue"
- 7) Click process refund.