IGHR: Cancelling Your Registration(s)

In the event you need to cancel your reservations (course and course add-ons). Please review the IGHR Cancellation Procedure in our FAQ section: ‘How do I cancel a course or other purchases made on the IGHR website?’ or IGHR’s Tuition and Payment and Refund Deadlines.

(Images shown below are for instructional purposes only.)

Login

1. Open your Internet browser and enter our website address: ighr.gagensociety.org
2. Click . The Faculty and Attendee Login page displays.
3. Enter your Username and Password.
4. Click . The My Account page displays.

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![Image of the My Account page displaying a list of registrations with details and actions available for each entry. Some icons are highlighted for specific actions like resend registration notification, make a payment, view receipt, and view invoice. The account contains a prototype registration with details for the event.](ighr_registration_cancellation_1.0_2020.png)
5. Click **Registration Cancellation Request**. The Contact IGHR page displays.

6. Enter your Name and Email.
7. Select Registration from the Subject drop-down list.
   
   **(Note: Default is Expo. If you do not change to Registration, your cancellation request will be sent to the IGHR Expo Coordinator who will have to forward it to the IGHR Registration Coordinator to process your request.)**

8. Enter the registrations you desire to cancel in the Comment or Message box.
9. Enter the Captcha information.
10. Click **Submit**. The Contact IGHR page redisplay with a confirmation message.

   **Thanks for contacting us! We will be in touch with you shortly.**

The IGHR Registration Coordinator will review and process your request.
Logging Out of My Account

Once you have submitted your cancellation request, please be sure to log out of My Account. This is a two-step process.

1. Click My Account, the Logout drop-down displays.

2. Click Log out. The My Account page displays with information that you are currently logged in.

3. Click Log out. The Faculty and Attendee Login displays.