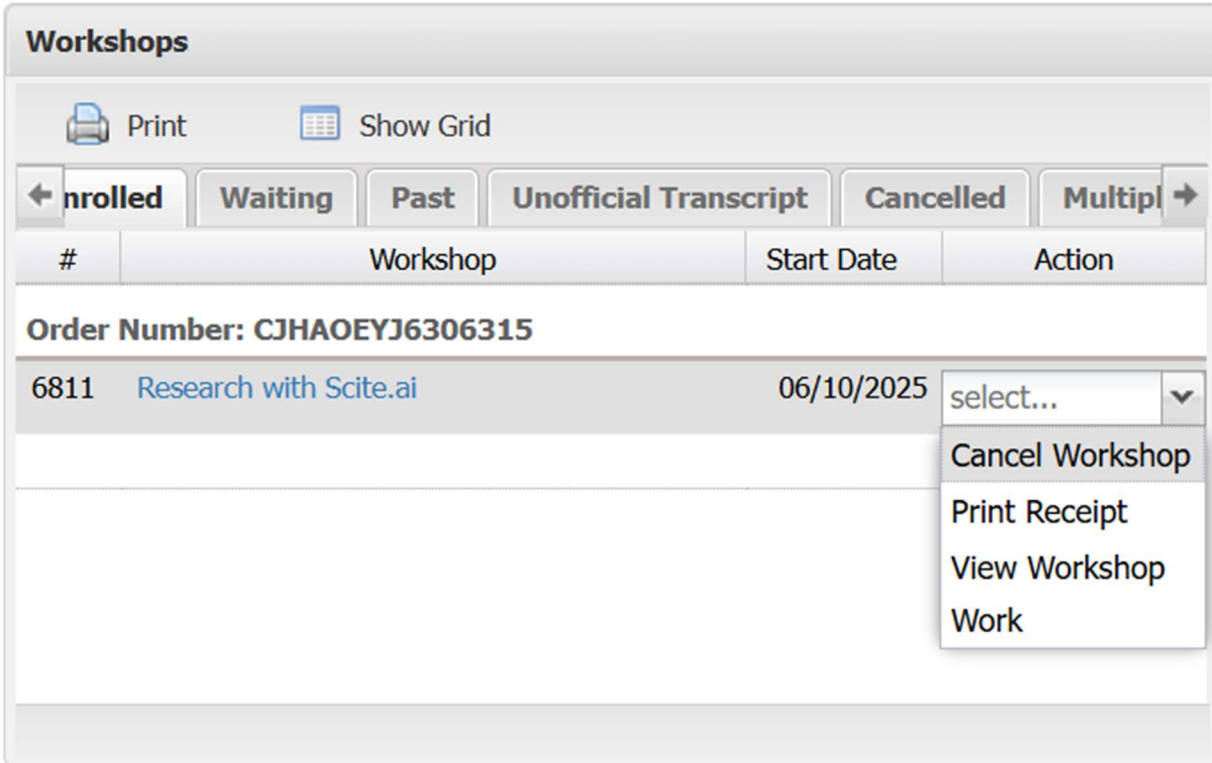


## Canceling Workshops in GoSignMeUp

To cancel a workshop for which you have registered

1. Log into [gspd.gosignmeup.com](https://gspd.gosignmeup.com)
2. Click “My Account” in the top right-hand corner of the page.
3. Once you click “My Account” there will be a box in the right-hand bottom of your screen like the one below:



The screenshot shows a web interface titled "Workshops". At the top, there are buttons for "Print" and "Show Grid". Below these are tabs for "Enrolled", "Waiting", "Past", "Unofficial Transcript", "Cancelled", and "Multipl" (partially visible). The main content is a table with columns: "#", "Workshop", "Start Date", and "Action". The table contains one row with the following data: "# 6811", "Workshop Research with Scite.ai", "Start Date 06/10/2025", and "Action select...". A dropdown menu is open next to the "select..." option, showing the following options: "Cancel Workshop", "Print Receipt", "View Workshop", and "Work". Above the table, the text "Order Number: CJHAOEYJ6306315" is displayed.

1. In this box, you will find all the workshops for which you have registered.
2. Find the workshop that you would like to cancel
3. Click the dropdown box next to that workshop which says “select.”
4. Here you will find the option to cancel your registration!

**NOTE: You cannot cancel your workshop registration on the day of the workshop.**