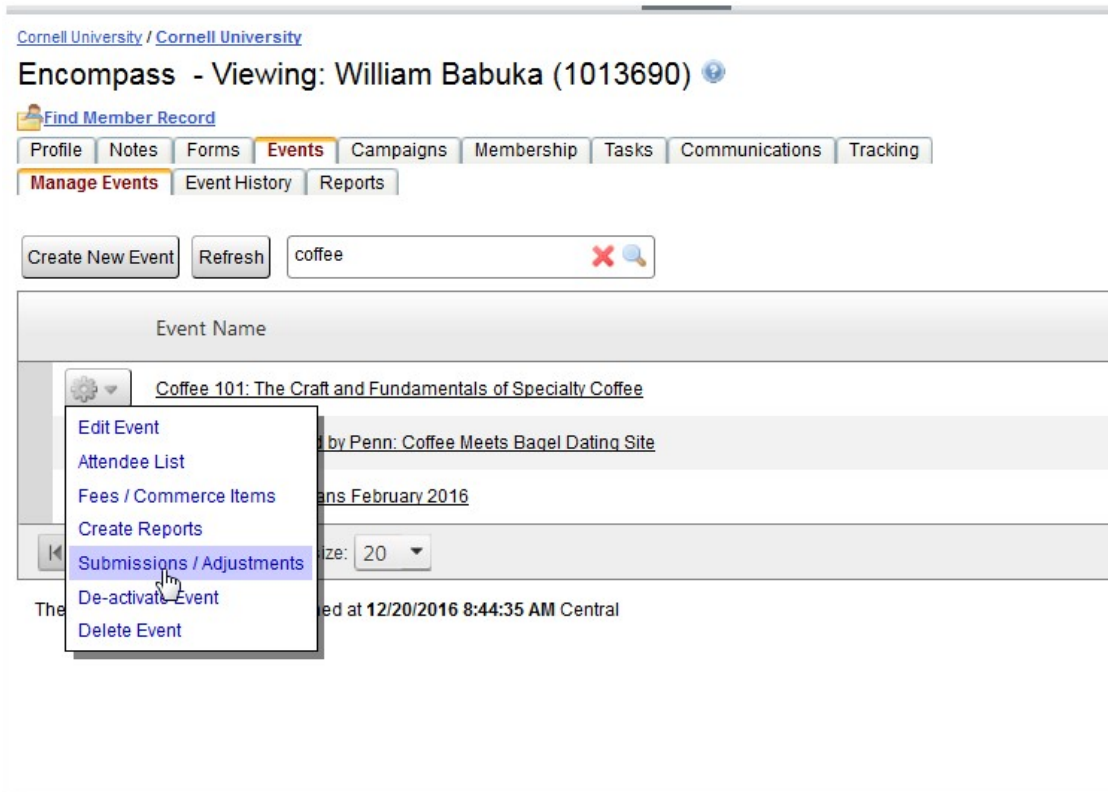


Unregistering an attendee from an event.

Find the event, select the cog to the left of the event, and select “Submission/Adjustments”



Find individual to deregister, select the cog to the left of the event, and select “Adjustments”



## Select the Adjust button

Back to Manage Events > Coffee 101: The Craft and Fundamentals of Specialty Coffee > [Designations](#) [Scheduled Reports](#)  
[Reconciliation Reports](#)

More Actions

Item	Qty	Price	Total	Pay Type
<input type="checkbox"/> <a href="#">Adjust</a> Coffee 101: The Craft and Fundamentals of Specialty Coffee - General Admission	1	\$40.00	\$40.00	VISA

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## Select 'Confirm'

### Adjust Commerce Items

Adjusting the following item:

- Item:** General Admission
- Price:** \$40.00 General Admission
- Quantity:** 1

Type of Adjustment:

Full Item Adjustment

| [Cancel](#)

## The individual is unregistered

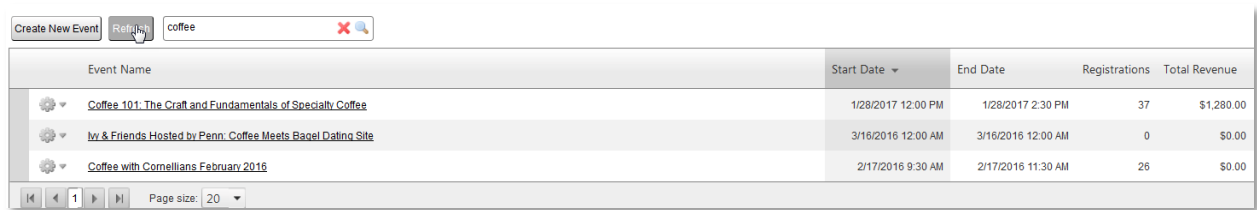
Back to Manage Events > Coffee 101: The Craft and Fundamentals of Specialty Coffee > [Designations](#) [Scheduled Reports](#)  
[Reconciliation Reports](#)

More Actions




Item	Qty	Price	Total
<input type="checkbox"/> Coffee 101: The Craft and Fundamentals of Specialty Coffee - General Admission	1	\$40.00	\$40.00
<input type="checkbox"/> Coffee 101: The Craft and Fundamentals of Specialty Coffee - General Admission	-1	\$40.00	(\$40.00)

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The refresh button may need to be selected, if the counts do not change.



Create New Event Refresh coffee

Event Name	Start Date	End Date	Registrations	Total Revenue
 <a href="#">Coffee 101: The Craft and Fundamentals of Specialty Coffee</a>	1/28/2017 12:00 PM	1/28/2017 2:30 PM	37	\$1,280.00
 <a href="#">NY &amp; Friends Hosted by Penn. Coffee Meets Bagel Dating Site</a>	3/16/2016 12:00 AM	3/16/2016 12:00 AM	0	\$0.00
 <a href="#">Coffee with Cornellians February 2016</a>	2/17/2016 9:30 AM	2/17/2016 11:30 AM	26	\$0.00

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If the person has paid a registration fee, you also need to copy and send a screen shot of their confirmation to send to Kathy Davis for a refund.