As we continue with the implementation of *eduphoria! Workshop*, you will periodically receive tips for successfully using the system.

What do I do if I find I cannot attend a session because of illness or an emergency?

1. If you discover that you cannot attend a session and it is over 24 hours before the session, simply click on the session at the top of your registration page where you see….
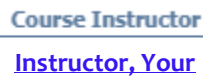
   I am registered for...

2. Click on the session you need to delete.

3. You will see the description of the session that you are registered for.

4. Click on   Unregister

5. After you click "Un-register", your name will be removed from the session list. This will allow someone on the waiting list to be moved into the session.

6. If it is 24 hours or less before the session is scheduled to begin, you will have to e-mail the Instructor. The instructor's e-mail link is at the bottom of the description page.

   Course Instructor
   Instructor, Your

7. Explain to the instructor that you will be unable to attend and that you cannot "Un-register" because of the 24 hour window for registering and un-registering.

8. The instructor will mark your name as excused and you will **NOT** be counted absent.

9. If you fail to contact the Instructor **BEFORE** the session so that they can mark your name on the sign in sheet as excused, you will be marked absent for the session.