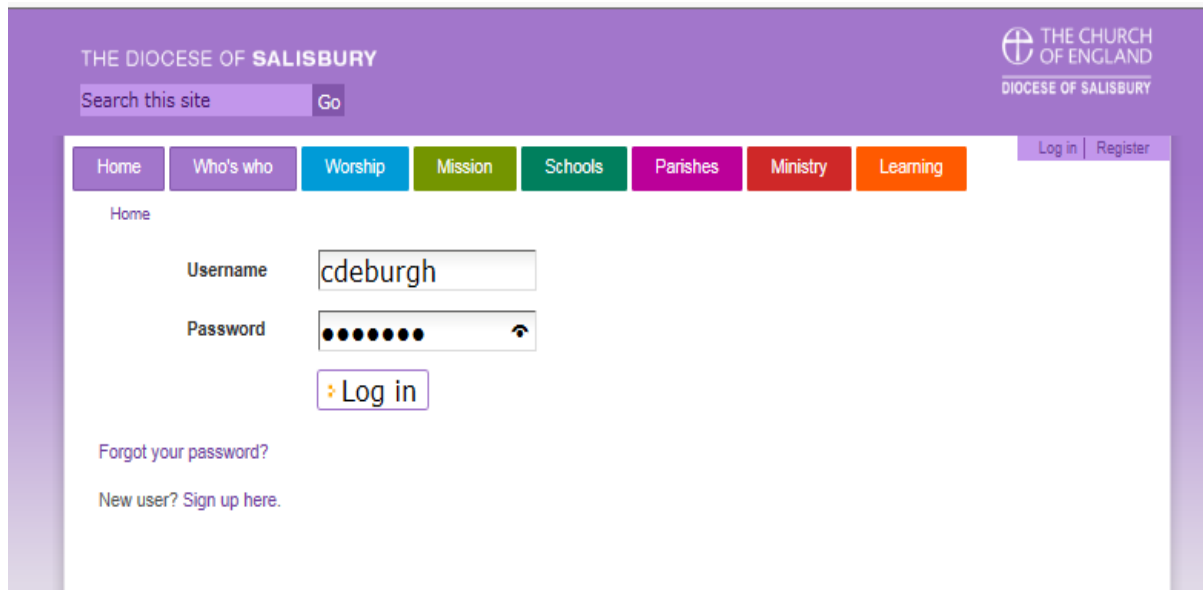
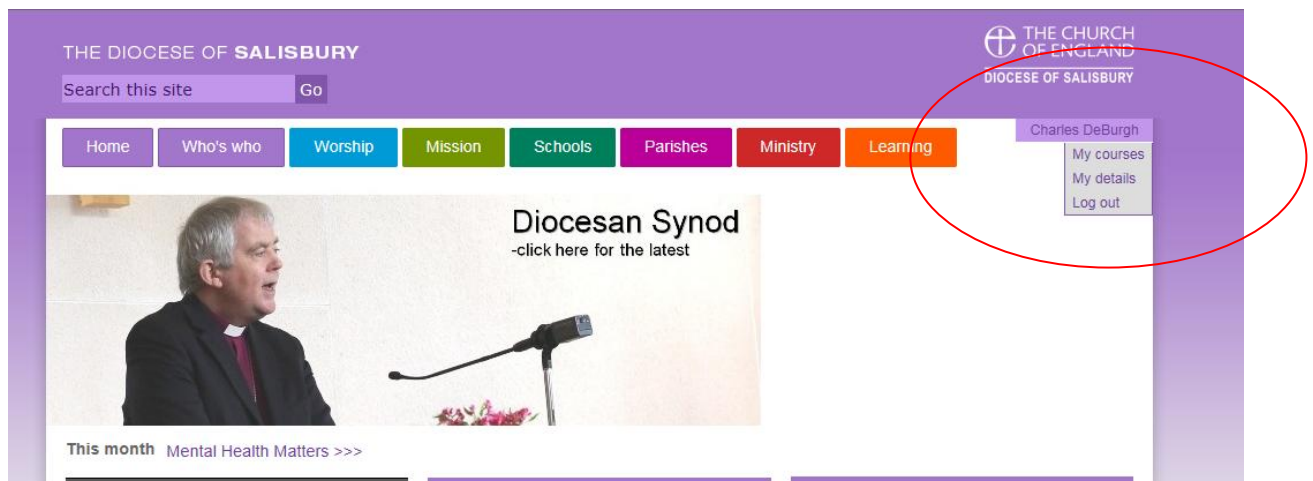


# Viewing & Cancelling your Courses

Step 1 Firstly login



Step 2....Then click on your name to review the small menu top right

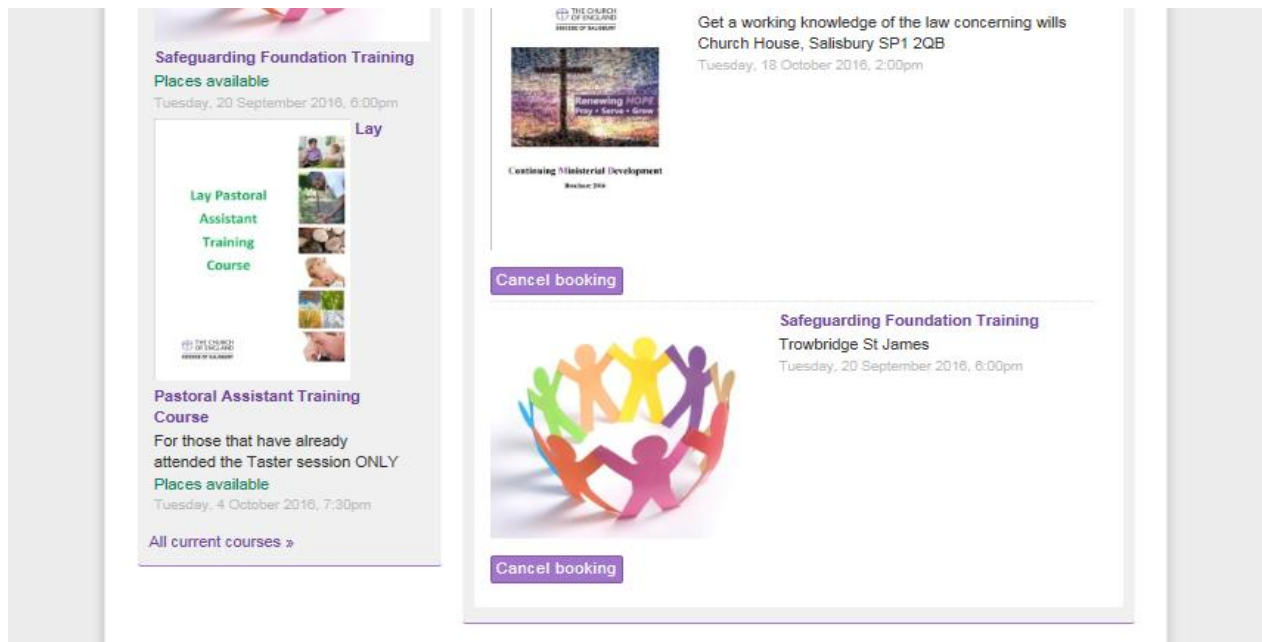


Step 3 – Click on My Courses

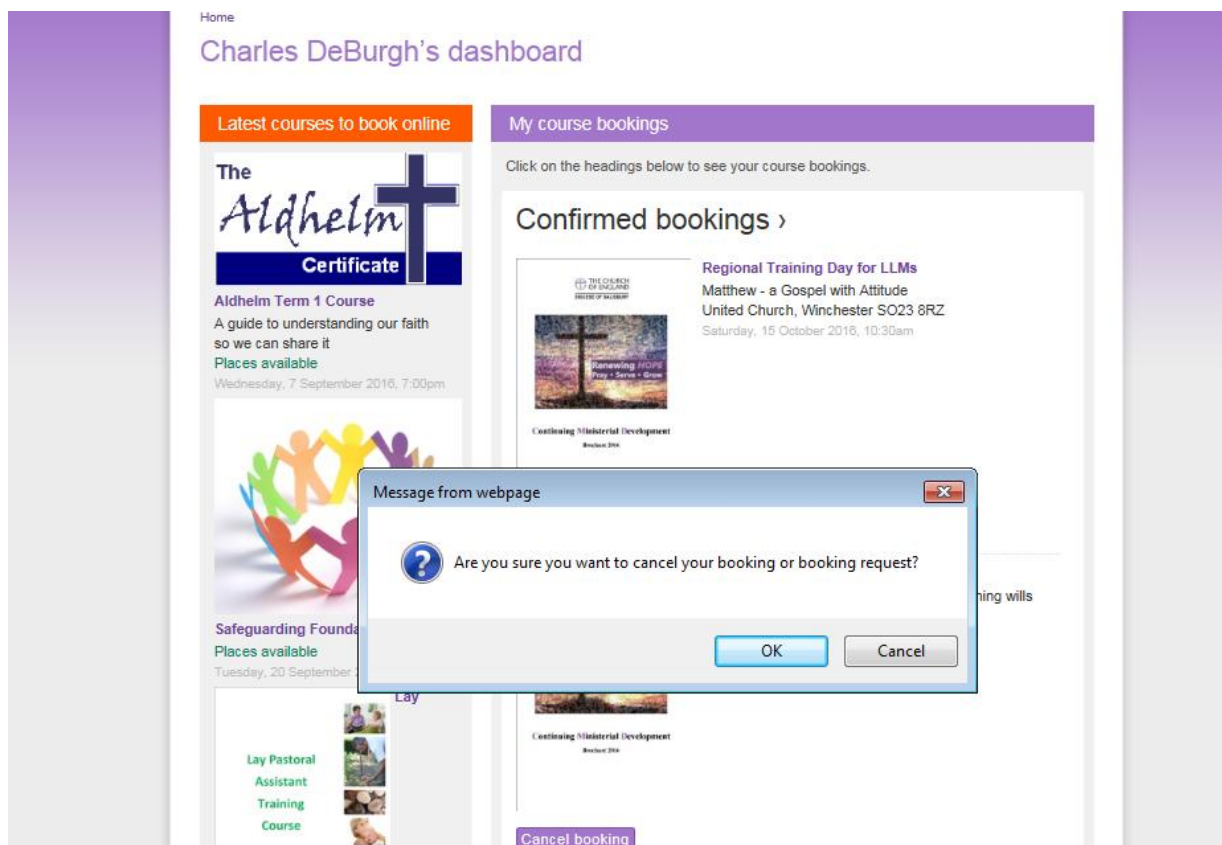
# Viewing & Cancelling your Courses

You may have Booking requests /Cancellations as well as Confirmed bookings as shown above

# Viewing & Cancelling your Courses



To cancel any of your bookings simply click –cancel booking



It will ask for confirmation - press OK if you wish to continue

# Viewing & Cancelling your Courses

The screenshot displays a web dashboard for Charles DeBurgh. At the top, there is a navigation menu with links: Home, Who's who, Worship, Mission, Schools, Parishes, Ministry, and Learning. Below the menu, the user is logged in as 'Charles DeBurgh's dashboard'. The dashboard is divided into two main columns. The left column, titled 'Latest courses to book online', lists three courses: 'The Aldhelm Certificate' (Aldhelm Term 1 Course), 'Safeguarding Foundation Training', and 'Pastoral Assistant Training Course'. Each course listing includes a title, a brief description, 'Places available', and a date/time. The right column, titled 'My course bookings', shows a list of bookings under the heading 'Confirmed bookings >'. It lists 'Last Will and Testament' and 'Safeguarding Foundation Training'. Below these, there is a section for 'Cancelled or rejected requests >' which shows 'Regional Training Day for LLMs'. Each booking entry includes a small image of a course poster, the course title, location, and date/time. A 'Cancel booking' button is visible next to each booking entry.

Confirmation that you cancelled this course is now shown in your my courses record as above

If you have an further questions please email [parishsupport@salisbury.anglican.org](mailto:parishsupport@salisbury.anglican.org)