

How to cancel a course booking

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Go to the event that you have booked (you can find this under the My Learning link, Booked Learning)

The screenshot shows the Royal Greenwich Learning Hub dashboard. The navigation menu includes 'Home', 'Record of Learning', 'My Learning' (circled in red), 'My Team', 'Course Catalogue', and 'Support'. Below the navigation is a 'Course Search' input field. The main content area is titled 'My Learning' and contains a welcome message and a table of booked courses. The 'Booked Learning' tab is highlighted with a red circle. The table lists a course titled 'Benefits for Disabled Children' with a session start date of 11 November 2024, 1:00 PM, and a session finish time of 4:00 PM. The status is 'Manager's approval requested'. A link to 'View or filter full report' is provided below the table.

ROYAL Greenwich Learning Hub

Home Record of Learning My Learning My Team Course Catalogue Support

Course Search

Dashboard / My Learning Booked Learning

ADMINISTRATION

My Learning

Welcome to your My Learning dashboard where you will find a summary of your booked, completed and in-progress eLearning and classroom learning.

Classroom training records from before January 2024 are shown as "Complete via rpl". RPL stands for Record of Prior Learning. You can view or filter the information by selecting the link at the bottom of the list.

Completed eLearning Completed Classroom In Progress Booked Learning My Waitlist

Course Name	Session Start Date/Time	Session Finish Time	Status
Benefits for Disabled Children	11 November 2024, 1:00 PM	4:00 PM	Manager's approval requested

View or filter full report

Use the Cancel Booking link.

The screenshot shows the 'Course dates' section of the Learning Hub. It features a table of events. The first event is 'Performance and Development Conversations - for Managers' on 10 January 2024, from 9:30 AM to 12:30 PM. The status is 'Manager's approval requested'. The 'Options' column contains a 'More info' link and a 'Cancel booking' link, which is highlighted in yellow.

Course dates

Performance and Development Conversations - for Managers

Date	Time	Venue or online link	Places available	Status	Options
10 January 2024	9:30 AM - 12:30 PM	This is an online event (Venue or online link details)	5	Manager's approval requested	More info Cancel booking

View all events

Once in the confirmation page, you can add an optional note to your cancellation, then click Yes.

The screenshot shows the 'Cancel booking' confirmation dialog box. It asks the user 'Are you sure you want to cancel your booking to this event?'. Below the question is a 'Cancellation note' field, which is highlighted in yellow. At the bottom of the dialog are two buttons: 'Yes' (highlighted in yellow) and 'No'.

Cancel booking

Are you sure you want to cancel your booking to this event?

Cancellation note

Yes No