

Cancelled Event - Bulk Cancellations & Refunds

Last Modified on 02/07/2025 1:39 pm EST

Bulk Meeting Registration Cancellation

Creation Date: Feb 07, 2025

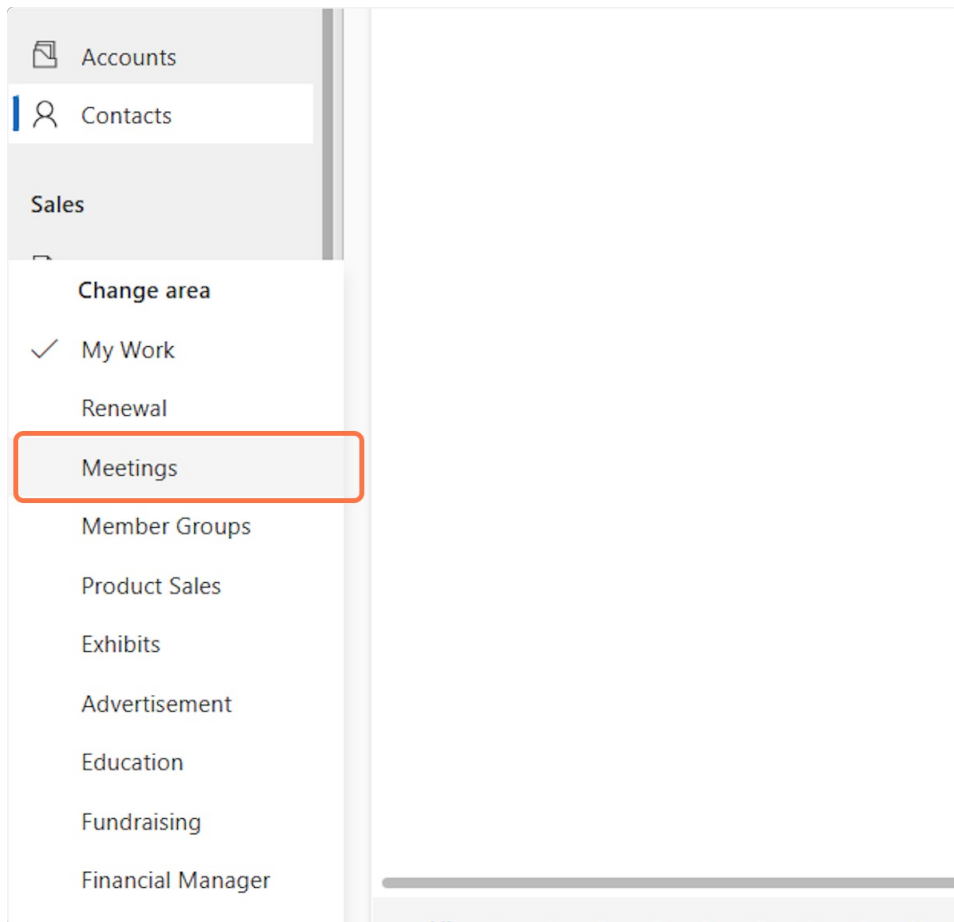
Created By: Bridget Fairbanks

1. CLICK ON MW...

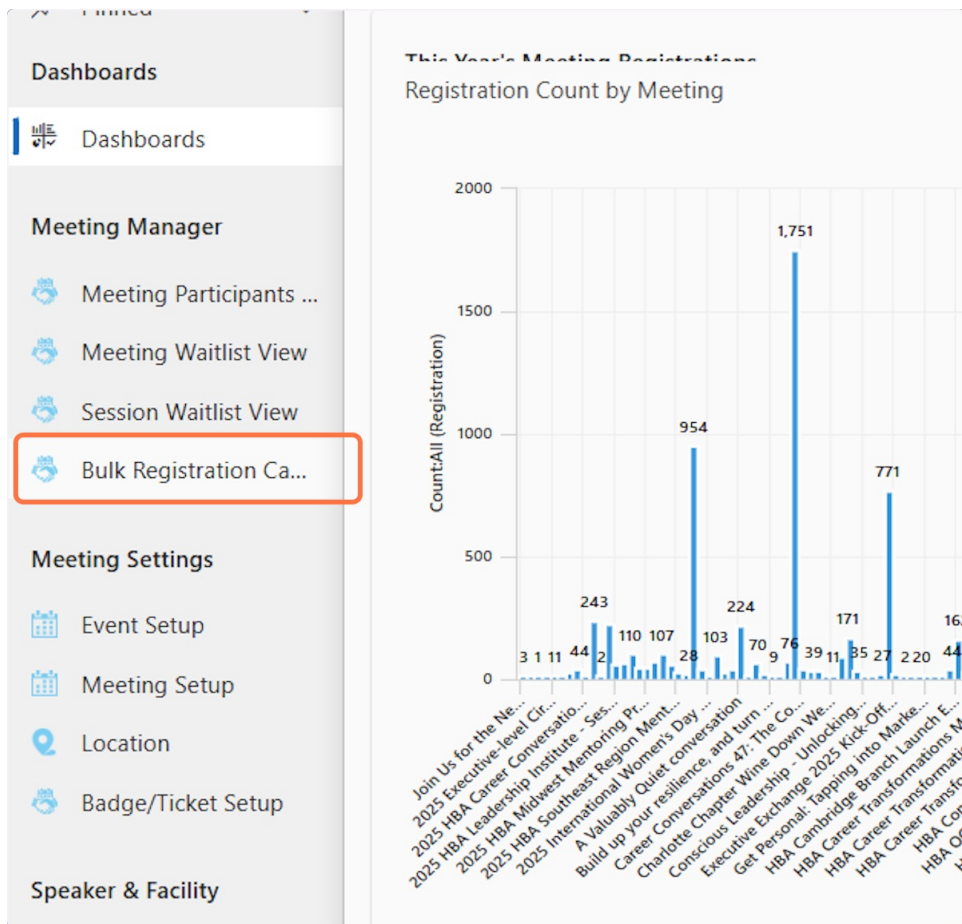
The screenshot shows a software interface with a sidebar menu on the left and a main content area on the right. The sidebar menu is organized into sections: Sales, Marketing, Extensions, and My Work. The 'My Work' section at the bottom is highlighted with a red box. The main content area is currently empty. At the bottom of the main content area, a table header is visible with columns labeled All, #, A, B, C, D, E, F, G, and H. Below the header, the text '1 - 1 of 1' is displayed.

All	#	A	B	C	D	E	F	G	H
1 - 1 of 1									

2. CLICK ON MEETINGS



3. CLICK ON BULK REGISTRATION CANCELLATION



4. CLICK ON BULK MEETING REGISTRATION CANCELLATION



Bulk Meeting Registration Cancellation

This utility cancels all registrations for the selected meeting.



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boards

anager

g Participants ...

g Waitlist View

n Waitlist View

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ttings



setup

g Setup

on

5. CLICK ON SEARCH

Registration Cancellation

6. ENTER THE NAME OF THE EVENT OR THE EVENT CODE

Up Record

Search criteria.

For

Search

Event Id	Start
No matching records found	

7. CLICK ON THE BOX NEXT TO THE EVENT

ting.

Enter your search criteria.

Look For

Event Meeting

Search

Cancelled: hba

Name

☒

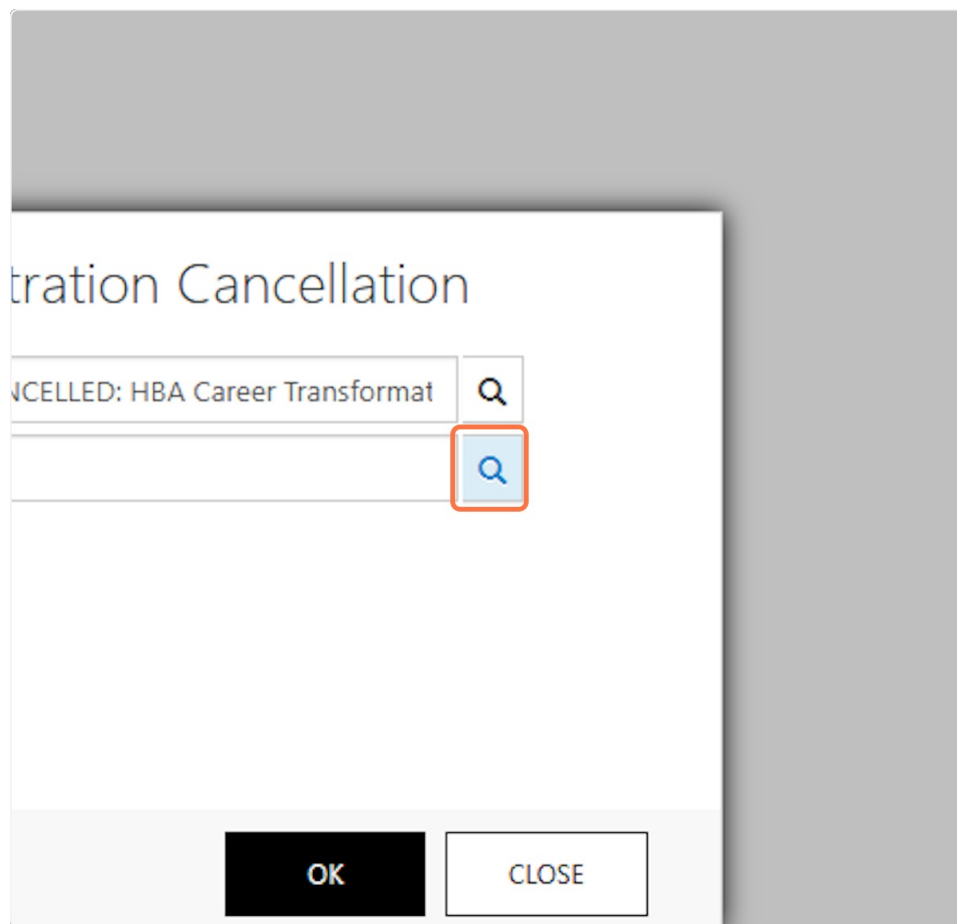
CANCELLED: HBA Career Trans

8. CLICK ON ADD

1 to 1 of 1 rows

ADD CANCEL R

9. CLICK ON SEARCH



10. CLICK ON THE BOX NEXT TO THE CORRECT BATCH

<input type="checkbox"/>	019592	02/07/2025
<input type="checkbox"/>	019593	02/07/2025
<input type="checkbox"/>	019594	02/07/2025
<input type="checkbox"/>	019595	02/07/2025
<input checked="" type="checkbox"/>	019596	02/07/2025

Administration Cancellations

CANCELLED: HBA Career Transfer

11. CLICK ON ADD

1 to 7 of 7 rows

ADD

CANCEL

R

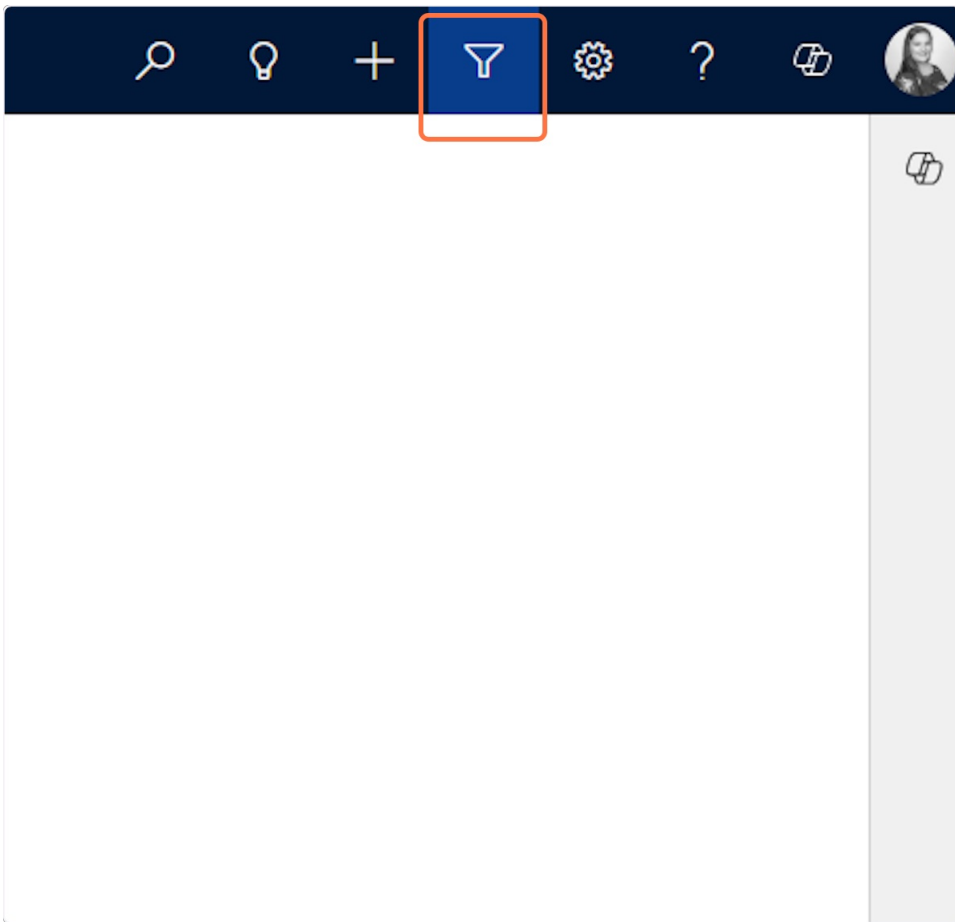
12. CLICK ON OK

s found 76 records.
u like to continue?

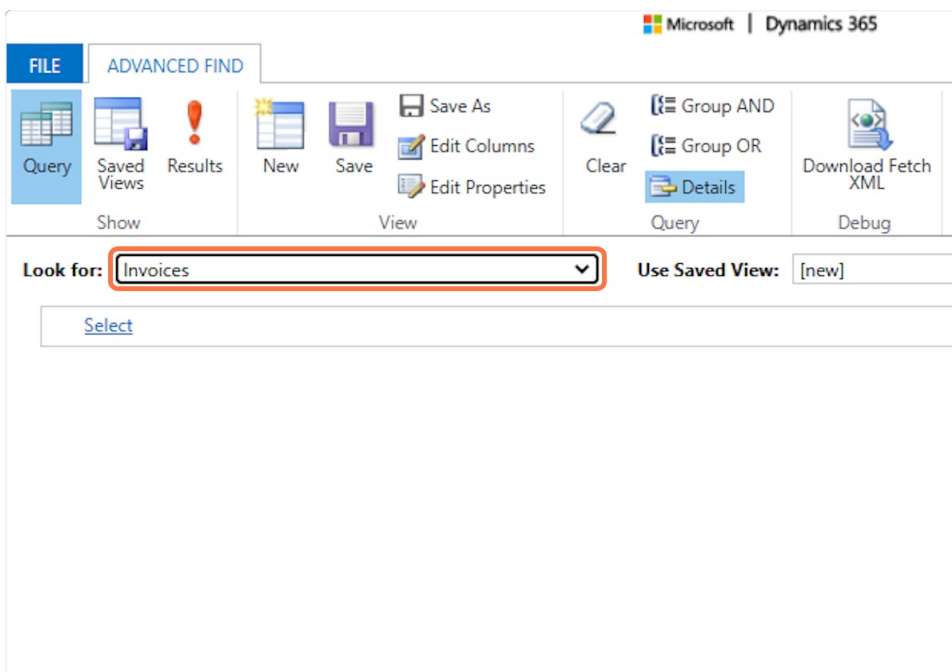
OK

CLOSE

13. CLICK ON ADVANCED FIND CREATE ADVANCED SEARCH QUERIES.
PRESS ENTER TO OPEN IN NEW WINDOW.



14. SELECT INVOICES FROM LOOK FOR:




15. SELECT REFUNDS FOR EVENT CANCELLATIONS (INVOICE) - BRIDGET FROM USE SAVED VIEW:

namics 365

Fairbanks, Bridget

HBA-UXPROD




Download Fetch XML

Debug

Refunds for event cancellations (invoice) - Bridget

[your Ex...](#)

16. CLICK ON THE SEARCH BAR NEXT TO THE MEETING

View	Query	Debug
<div> <div>▼</div> <div>Use Saved View:</div> <div>Refunds for event cancellations (invoi</div> </div>		
s Than	0.00	
Contains Data		
quals	<div> <div>Cancelled: Enh</div> <div>  </div> </div>	

17. CLICK ON

Name ↑	Event
Executive Women Series with J...	Executive Women Seri...
Join Us for the Next HBA Colo...	Join Us for the Next H...
☀️ Kicking Off 2025 with Purp...	☀️ Kicking Off 2025 w...
Mix, Mingle, and Membershi...	Mix, Mingle, and Mem...

1 - 100 of 5000+ (0 selected) Page 1

Selected records:

Select

Remove

New

Cancelled: Enhance your Executive Presence

AddCancel

18. CLICK ON REMOVE

☀️ Kicking Off 2025 with Purp...
Mix, Mingle, and Membershi...

1 - 100 of 5000+ (0 selected)

Selected records:

Select

Remove

New

Cancelled: Enhance

19. TYPE "CANCELLED: HBA CAREER TRAN"

Look Up Records
Enter your search criteria.

Look for ☐ Show Only M

Look in

Search

<input type="checkbox"/>	Name ↑	Event
<input type="checkbox"/>	CANCELLED: HBA Career Transf...	HBA Career Transform

20. CLICK ON CHECKBOX

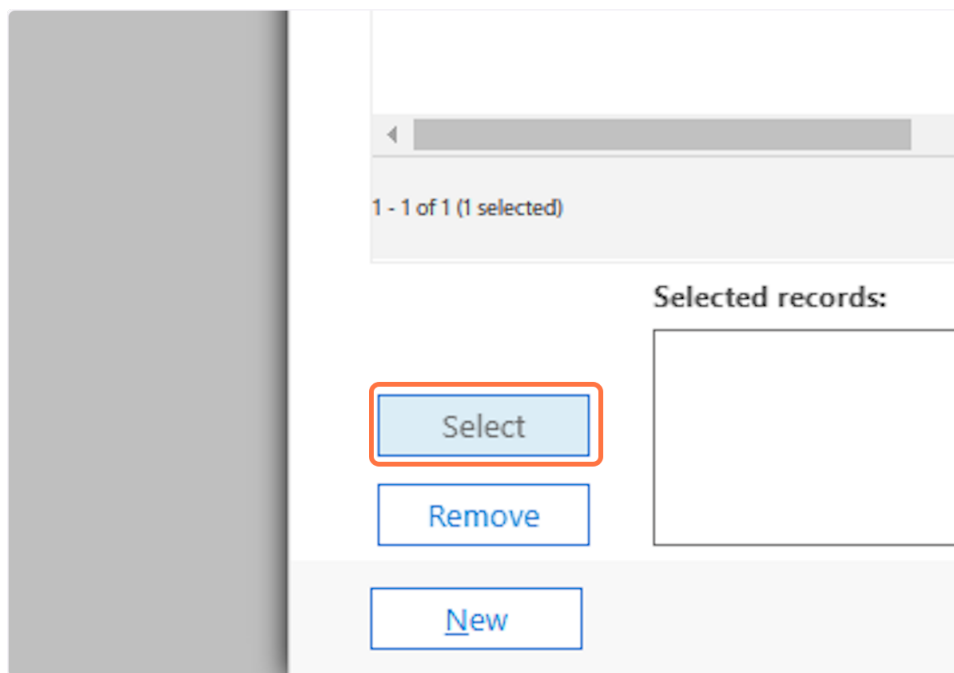
[Registration \(Invoice\)](#)

[Meeting](#)

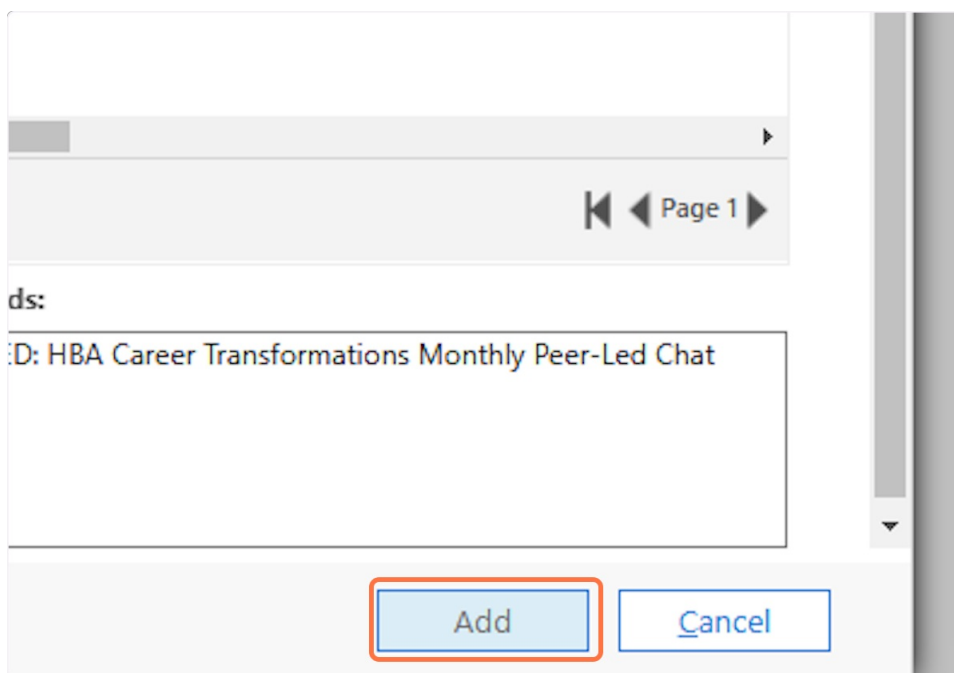
[lect](#)

<input type="checkbox"/>	Name ↑
<input type="checkbox"/>	CANCELLED: HBA Ca

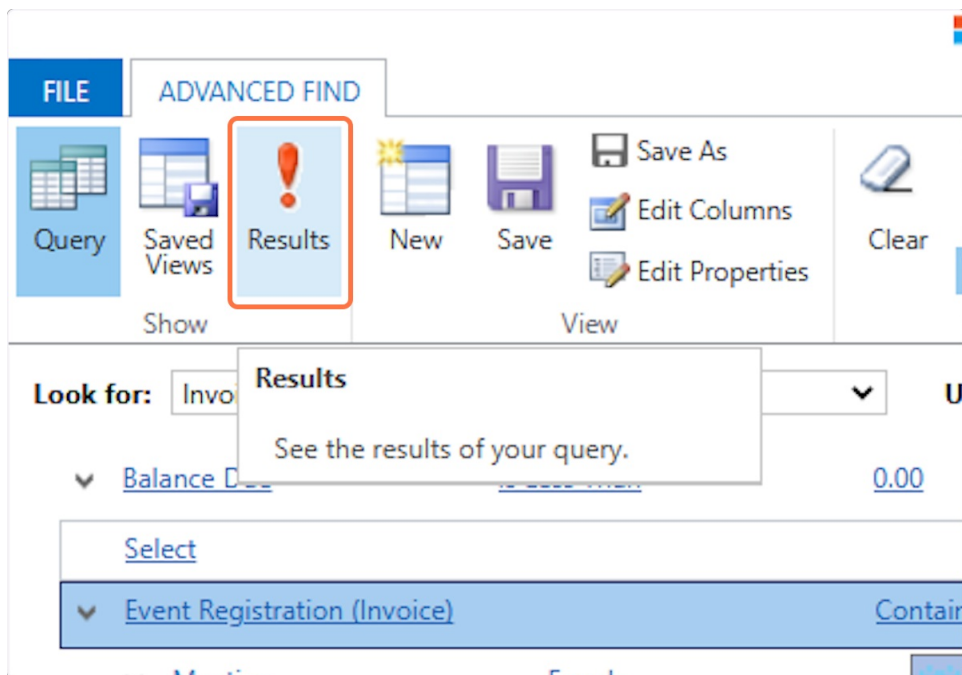
21. CLICK ON SELECT



22. CLICK ON ADD



23. CLICK ON RESULTS RESULTSSEE THE RESULTS OF YOUR QUERY.



24. THIS WILL PULL UP ALL THE INVOICES FOR REGISTRANTS THAT PAID AND NEED TO BE REIMBURSED. YOU CAN CLICK ON THE LINE ITEM TO OPEN THE INVOICE AND THEN FOLLOW WITH THE REFUND PROCESS. REPEAT UNTIL ALL INVOICES HAVE BEEN REFUNDED.
