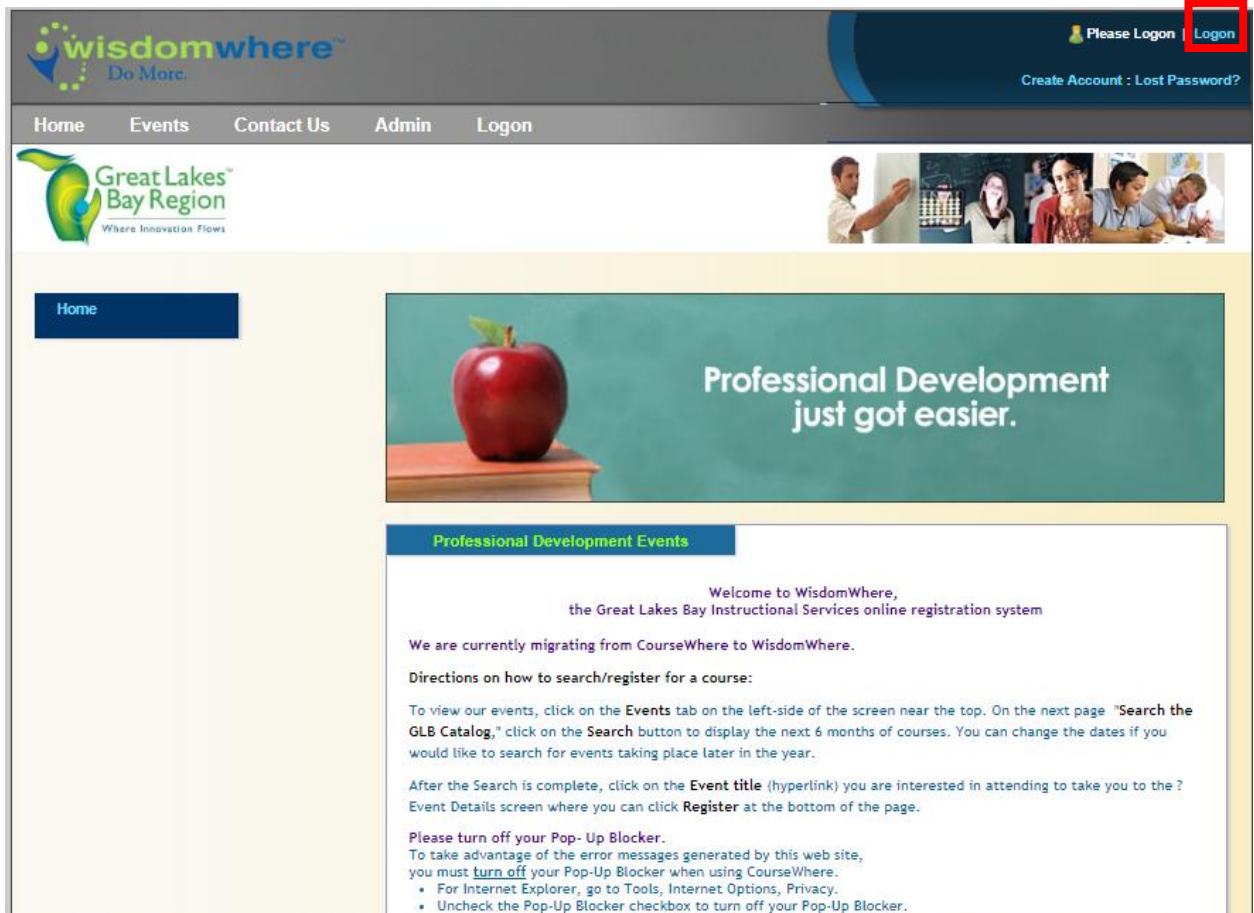


# How to Unregister from an Event or Conference

1. Access Wisdomwhere at the following web address:

<https://www.solutionwhere.com/ww/glb/>

2. Log into your account by clicking on Logon in the upper right-hand corner of the screen.



The screenshot displays the WisdomWhere website interface. At the top left is the WisdomWhere logo with the tagline "Do More.". To the right of the logo, there is a "Please Logon" link and a "Logon" button, which is highlighted with a red rectangular box. Below the logo and navigation links, there is a navigation menu with "Home", "Events", "Contact Us", "Admin", and "Logon" options. The main content area features a banner for "Professional Development just got easier." with an image of a red apple on a stack of books. Below the banner, there is a section titled "Professional Development Events" containing a welcome message and instructions on how to search for and register for courses. The instructions mention migrating from CourseWhere to WisdomWhere and provide directions on how to search for courses, including clicking on the "Events" tab and using the "Search the GLB Catalog" button. It also includes a note about turning off the Pop-Up Blocker for better site functionality.

3. Add your User ID and Password and click on Logon Button.

wisdomwhere™  
Do More.

Please Logon | Logon  
Create Account : Lost Password?

Home Events Contact Us Admin Logon

Great Lakes Bay Region  
Where Innovation Flows

Professional Development just got easier.

Wisdomwhere Logon

**Registrant Info**  
**Been Here before?**  
If you have previously created an ID and Password for this site, please enter them below then click on the Logon button. If you do not remember your user ID and/or password, please type your email address in the "Forgot Your Password?" area below.

Registrant ID:

Password:

Remember Me

**Logon**

**Forgot Your Password?**

Enter your email address to retrieve your password. The email address must be the one in the system for this process to work. If you have changed work locations and your email address has changed, please call (989) 667-3280 to obtain assistance.

**Email My password**

**New to this site?**  
If this is your first time to this site, you will need to create an ID and Password to register for classes you are interested in taking. Click on the button below to create an ID and Password.

**IF YOU ALREADY HAVE AN ACCOUNT ON THIS SITE - DO NOT CREATE ANOTHER ONE!!**  
If you forgot your ID and Password, please use the Email My ID function below.

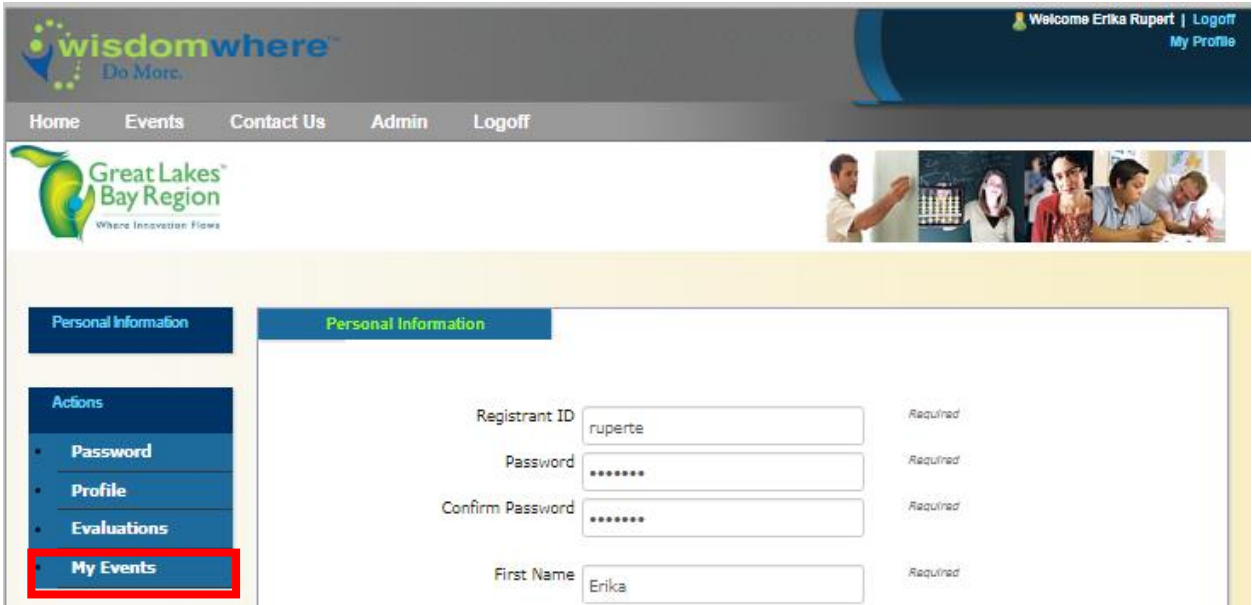
**Create Account**

[See Available Events](#)  
[Register for Events](#)  
[View Your Personal Calendar](#)  
[Create/Edit Your Personal Calendar](#)

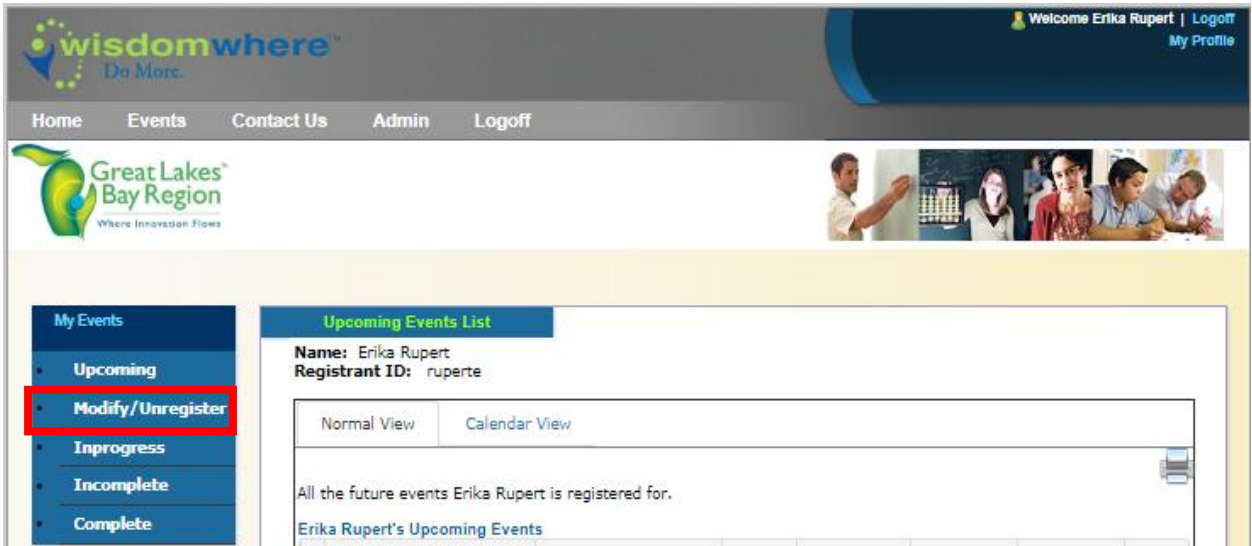
- Click on My Profile located under Logoff at the top of the right-hand side of the screen.




- Select "My Events" in the menu located on the left-side of the screen.



- Select Modify/Unregister option in the menu on the left-side of the screen.





- Click on the Change button next to the course you would like to unregister to attend.



Welcome Erika Rupert | [Logout](#)  
[My Profile](#)

Home
Events
Contact Us
Admin
Logout





**My Events**

- Upcoming
- Modify/Unregister
- Inprogress
- Incomplete
- Complete

**Modify or Unregister from Events**

**Name:** Erika Rupert  
**Registrant ID:** ruperte

Normal View
Calendar View

All the future events Erika Rupert is registered for.

**Erika Rupert's Upcoming Events**

	Event Name	Session Title	Session	Session Date	Start Time	End Time	Status
<a href="#">Change</a>	C of IDEAS Summit 2017: Enhancing Lives, Creating Community	Registration	3673	11/04/2017	7:30 AM	5:00 PM	
<a href="#">Change</a>	C of IDEAS Summit 2017: Enhancing Lives, Creating Community	The Motivation Breakthrough: Turning on the Tuned-Out Child	3672	11/04/2017	9:00 AM	11:00 AM	
<a href="#">Change</a>	C of IDEAS Summit 2017: Enhancing Lives, Creating Community	Morning Sessions 11:15 am -12:15 pm	3675	11/04/2017	11:15 AM	12:15 PM	
<a href="#">Change</a>	C of IDEAS Summit 2017: Enhancing Lives, Creating Community	Strand B: 1. 60 Tips in 60 Minutes	3719	11/04/2017	11:15 AM	12:15 PM	
<a href="#">Change</a>	C of IDEAS Summit 2017: Enhancing Lives, Creating Community	Early Afternoon Sessions 1:45 - 2:45 pm	3678	11/04/2017	1:45 PM	2:45 PM	
<a href="#">Change</a>	C of IDEAS Summit 2017: Enhancing Lives, Creating Community	Strand B: 2. Building Relationships - Using Non-Violent Crisis Intervention	3723	11/04/2017	1:45 PM	2:45 PM	
<a href="#">Change</a>	C of IDEAS Summit 2017: Enhancing Lives, Creating Community	Late Afternoon Sessions 3:00 - 4:00 pm	3680	11/04/2017	3:00 PM	4:00 PM	
<a href="#">Change</a>	C of IDEAS Summit 2017: Enhancing Lives, Creating Community	Strand B: 3. Self-Determination and Person Centered Planning	3727	11/04/2017	3:00 PM	4:00 PM	

**Actions**

- Password
- Profile
- Evaluations



- Click on Unregister From Event button located under your events between parallel red lines as shown below.

The screenshot displays the Wisdomwhere user interface. At the top, the user is logged in as Erika Rupert. The navigation menu includes Home, Events, Contact Us, Admin, and Logoff. The Great Lakes Bay Region logo is visible on the left. A sidebar on the left contains 'My Events' (Upcoming, Modify/Unregister, Inprogress, Incomplete, Complete) and 'Actions' (Password, Profile, Evaluations).

The main content area shows the user's registration details:

**Registrant**  
**Name:** Erika L Rupert  
**Student ID:** ruperte  
**Date:** 09/15/2017

***Unregister From An Event or Modify Its Registration***

Instructions for registration management:

- You may completely un-register from an event by clicking the "Unregister From Event" button.
- If you wish **only** to modify your event registration, or to unregister for one or more parts of the event but not the entire event, then please click the "Modify Event Registration" button.
- Events/sessions with a 🚫 indicate that modification of your registration for that event/session will be restricted.

The event list is titled "C of IDEAS Summit 2017: Enhancing Lives, Creating Community".

Action	Session Title	Session Number	Registration Number
<input type="button" value="Unregister"/>	The Motivation Breakthrough: Turning on the Tuned-Out Child	3672	65256
<input type="button" value="Unregister"/>	Registration	Unable To Modify Event Registration 3673	65255
<input type="button" value="Unregister"/>	Morning Sessions 11:15 am -12:15 pm	3675	65257
<input type="button" value="Unregister"/>	Early Afternoon Sessions 1:45 - 2:45 pm	3678	65259
<input type="button" value="Unregister"/>	Late Afternoon Sessions 3:00 - 4:00 pm	3680	65261
<input type="button" value="Unregister"/>	Strand B: 1. 60 Tips in 60 Minutes	3719	65258
<input type="button" value="Unregister"/>	Strand B: 2. Building Relationships - Using Non-Violent Crisis Intervention	3723	65260
<input type="button" value="Unregister"/>	Strand B: 3. Self-Determination and Person Centered Planning	3727	65262

At the bottom of the event list, there are three buttons: "Unregister From Event", "Modify Event Registration", and "Cancel/Return To Transcript". A red arrow points to the "Unregister From Event" button.

The footer contains contact information for Professional Development Coordinator at Midland County ESA (989.631.5890), Saginaw ISD (989.399.7473), and Bay-Arenac ISD (989.667.3280 or via email). The Wisdomwhere logo and copyright notice (© 1996-2017) are also present.

- Click on Remove Me From Conference button located at under the title of the event/conference.

The screenshot shows the Wisdomwhere website interface. At the top, there is a navigation bar with the logo "wisdomwhere Do More." and a user greeting "Welcome Erika Rupert | Logoff My Profile". Below the navigation bar are links for "Home", "Events", "Contact Us", "Admin", and "Logoff". The main content area features the "Great Lakes Bay Region" logo and a banner image of people in a meeting. On the left, there are two vertical menus: "My Events" with options "Upcoming", "Modify/Unregister", "Inprogress", "Incomplete", and "Complete"; and "Actions" with options "Password", "Profile", and "Evaluations". The central focus is a white dialog box with a red border. It contains the following text: "Registrant Name: Erika L Rupert", "Student ID: ruperte", "Date: 09/15/2017", and a red heading "Unregister Completely From Event and All Its Sessions". Below this, it states "You will be removed from the following Event" and lists "Student Name: Erika Rupert", "Event Name: C of IDEAS Summit 2017: Enhancing Lives, Creating Community", and "Workshops to be removed from: 3672,3673,3675,3678,3680,3719,3723,3727". At the bottom of the dialog box, there are two buttons: "Remove Me From Conference" and "Cancel". A red arrow points to the "Remove Me From Conference" button.



10. You should receive a confirmation on the page showing you have been unregistered for the event.

The screenshot shows a web application interface. At the top, there is a navigation bar with the 'wisdomwhere' logo and the tagline 'Do More.' on the left, and a user profile section on the right that says 'Welcome Erika Rupert' with links for 'Logoff' and 'My Profile'. Below this is a secondary navigation bar with links for 'Home', 'Events', 'Contact Us', 'Admin', and 'Logoff'. The main content area features the 'Great Lakes Bay Region' logo on the left and a photograph of a group of people on the right. On the left side of the main content area, there are two vertical menu panels: 'My Events' with options for 'Upcoming', 'Modify/Unregister', 'Inprogress', 'Incomplete', and 'Complete'; and 'Actions' with options for 'Password', 'Profile', and 'Evaluations'. The central focus is a white-bordered box containing the following text: 'Registrant Name: Erika L Rupert', 'Student ID: ruperte', and 'Date: 09/15/2017'. Below this, it states 'Unregister Completely From Event and All Its Sessions' in red. Further down, it says 'You will be removed from the following Event' in red. The event details are: 'Student Name: Erika Rupert' and 'Event Name: C of IDEAS Summit 2017: Enhancing Lives, Creating Community 3672,3673,3675,3678,3680,3719,3723,3727'. At the bottom of the box, there are two buttons: 'Remove Me From Conference' and 'Cancel'. Below the box, a message reads 'You have been SUCCESSFULLY REMOVED from the Event.' with a 'Back' button.