

How Do I Drop a Workshop?

If you registered for a workshop and are no longer planning to attend, you should login into your OmniTrack account and “drop” your registration prior to the workshop.

After logging in, click on **My Content**. Under *My Upcoming Workshops*, find the workshop you wish to drop and click **Drop Registration**:

The screenshot shows the user interface of the Education Service Center (ESC) website. The navigation bar includes links for Home, My Content, Workshops, Calendar, Administration, Check In, and Remote Check In. The user is logged in as Peggy. The main content area is titled 'My Professional Development Workshops' and features tabs for My Calendar, My Upcoming Workshops, My Workshop History, My PDPs, and Remote Check In. The 'My Upcoming Workshops' tab is active, displaying a list of workshops. The first workshop, '183963 - Elaine Testing', is selected. Its details include workshop dates (3/30/2021 8:00 AM, 4/15/2021 2:00 PM, 5/28/2021 2:29 PM), a registration status of 'Approved', and a fee of \$0.00. A table lists the contact names, emails, and phone numbers for Alex Flores, Peggy Castro, and Sebastian Barron. A 'Drop Registration' button is highlighted with a red arrow, and a 'Resend Confirmation' button is also visible. The second workshop, '186284 - Testing: Curriculum and Instruction', is also visible below.

You should receive a message that you successfully dropped from the workshop:

The screenshot shows a confirmation message box with the title 'Registration Successfully Drop'. The message text reads: 'You have successfully dropped your registration.' There is an 'OK' button at the bottom right of the box.

You should also receive an email confirming you are no longer registered for the workshop:

[NOTICE] This email originated from outside your organization.

[THIS IS AN AUTOMATED MESSAGE - PLEASE DO NOT REPLY DIRECTLY TO THIS EMAIL]

Send your reply to noreply@esc1.net

You have successfully dropped yourself from workshop 183963.

<https://apps.esc1.net/ProfessionalDevelopment/esc15/Registration/Workshop/183963>