

## How Do I Drop a Workshop?

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

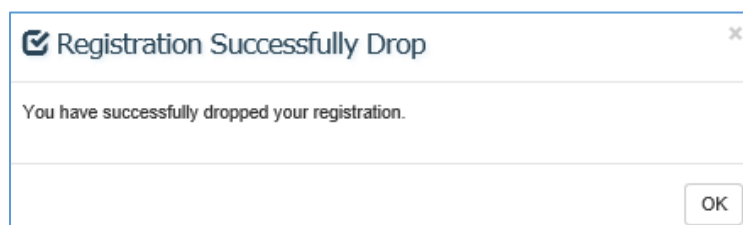
After logging in, click on **My Content**. Under *My Upcoming Workshops*, find the workshop you wish to drop and click **Drop Registration**:

The screenshot shows the Education Service Center website interface. The top 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 several tabs: 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 highlighted. It includes details such as workshop dates (3/30/2021 8:00 AM, 4/15/2021 2:00 PM, 5/28/2021 2:29 PM), registration status (Approved), and fee (\$0.00). A table of contact information is provided for this workshop, listing Alex Flores, Peggy Castro, and Sebastian Barron with their respective emails and phone numbers. A 'Drop Registration' button is visible next to the workshop details, and a red arrow points to it. A 'Resend Confirmation' button is also present.

CONTACT NAME	EMAIL	PHONE
Alex Flores	alflores@esc1.net	(956) 984-6088
Peggy Castro	peggy.castro@esc15.net	
Sebastian Barron	sbarron@esc1.net	(956) 984-6095

CONTACT NAME	EMAIL	PHONE
DEDRA CARTER	dedra.carter@esc15.net	
Vicci Lovelace	vicci.lovelace@esc15.net	

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



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](mailto:noreply@esc1.net)

You have successfully dropped yourself from workshop 183963.

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