# Modify or Cancel your Registration

**You may only modify or cancel your registration when it is PENDING approval.**

* Log in to Indico and go to the event page.
* On the event page a registration status bar “**Your request for participation** **is pending**” is visible with the options to either **Cancel** or **Modify**.



## Modify Your Registration

* Click **Modify** in the status bar. The **Modify Registration** form opens. Make the changes and then click **Modify** again to save the changes.



* The following message appears on screen to confirm the changes:



##  To Cancel Your Registration

* Click **Cancel** on the registration status bar.



## To Modify or Cancel Your Approved Registration

* Neither option (Cancel or Modify) is available on the registration status bar and you will have to contact the organizer in both these situations.



* For modifications, upon request the organizer can make the changes on your behalf **OR** reset the registration to **pending**. When it is back to pending you can make the changes as previously described and resubmit for approval.
* For cancellation, you should contact the organizer to cancel the registration on your behalf.

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