How to cancel your event registration.

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ABOUT US

The International Facility Management Association (IFMA) was founded in 1980. Today it is the world’s largest and most widely recognized international association for facility management professionals. The Denver Chapter of IFMA was founded two years later in 1982, making it one of the original chapters since IFMA was established. Since the chapter was established, it has been the largest chapter in the state of Colorado and ranks the 8th largest chapter in the world. In the past decade, the chapter has won numerous IFMA’s Awards of Excellence as a large chapter to include: 2007 Website, 2008 Membership, 2008 Professional Development, 2009 Large Chapter of the Year, 2010 Newsletter, 2011 Website, 2011 Membership, 2014 Professional Development, 2018 Professional Development, 2018 Government Affairs and 2019 Facility
How to cancel your event registration.

You should be navigated to this screen. Click on View My Order History.
How to cancel your event registration.

From here, you will get the list of events you have registered for. Select the event you want to cancel your registration.

<table>
<thead>
<tr>
<th>Order #1606 (Order Details)</th>
<th>Date</th>
<th>Status</th>
<th>Total</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knosh &amp; Know April 2020</td>
<td></td>
<td>Closed</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Order #1454 (Order Details)</th>
<th>Date</th>
<th>Status</th>
<th>Total</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 2020 Membership Luncheon</td>
<td>02/25/2020</td>
<td>Closed</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Order #1453 (Order Details)</th>
<th>Date</th>
<th>Status</th>
<th>Total</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening New Doors 2020</td>
<td>02/25/2020</td>
<td>Closed</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
How to cancel your event registration.

Click on REQUEST REFUND.

**VIEW MY ORDER HISTORY**

**ORDER DETAIL FOR ORDER #1606**

Order Date: 04/03/2020
Meeting / Catalog: Knosh & Know April 2020

<table>
<thead>
<tr>
<th>Item</th>
<th>QTY</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEMBER REGISTRATION</td>
<td>1</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Member: Byron Edwards
Western Area Power Administration / U.S. Department Of Energy
edwards@wapa.gov

Do you have any dietary restrictions? No

Subtotal: $0.00

<table>
<thead>
<tr>
<th>Date</th>
<th>Payment Method</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>04-03-2020</td>
<td>Refund requested by user</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Order Total: $0.00
Amount Paid: $0.00
Amount Due: $0.00
Closed
How to cancel your event registration.

Once you select **REQUEST FUND**, a message is sent to the Chapter Manager. The Chapter Manager will remove your event registration. The Chapter Manager will issue the refund back to the attendee based on the Chapter’s refund policy.

---

From: info@ifmadenver.org <info@ifmadenver.org>
Sent: Friday, April 3, 2020 9:07 AM
To: info@ifmadenver.org
Subject: Refund Request

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Denver Chapter of IFMA

Byron Edwards (edwards@epa.gov) has requested that an order be canceled and refunded. The order had already been paid so the refund will have to be processed by hand.

Order Date: Apr 3, 2020 10:18 AM

Meeting Date: Apr 23, 2020
Knot & Knit April 2020
Order details:

Byron Edwards
Member: 785483
Western Area Power Administration / U.S. Department Of Energy
PO Box 281218
Leesburg, VA 20128-8213
720-962-7176
edwards@epa.gov

Cart Contents
Order # 1506

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member Registration @1 each</td>
<td>$0.00</td>
<td>3</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Member Name: Byron Edwards
Do you have any dietary restrictions? No

Total for order: $0.00

Payment details:

<table>
<thead>
<tr>
<th>Payment Date</th>
<th>Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/03/2020</td>
<td>Refund requested by user</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Total Fee for Order
Amount due
Order complete