

Canceling a Participant

1. Log in to the training calendar
 - a. www.kyt2.com
 - b. Click on Admin (login for administrators)
 - c. Sign in
2. Click on Manage Group



Technology Transfer Program

megan.perrin@uky.edu

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- Calendar
- Shopping Cart
- Update Details
- Current Schedule
- History
- Credits
- Manage Group**
- Sign off

Home

University of Kentucky
Kentucky Transportation Center

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Technology Transfer Program, 176 Raymond Building, Lexington, KY 40506

3. Click on the participant that is currently registered for the course. You will click on the Cancel button.

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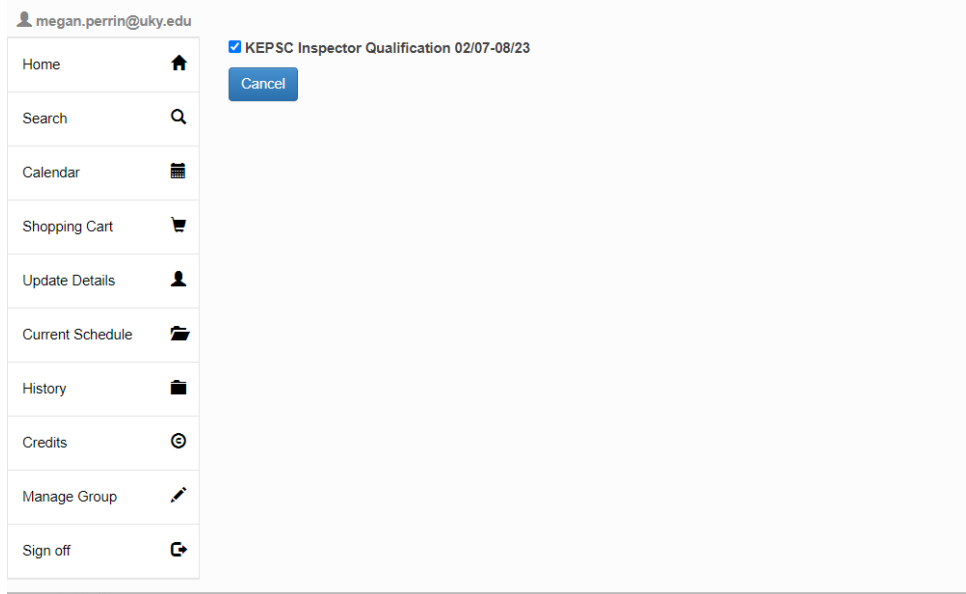
Group Contacts

Name	Email	Organization	Position	
Boston, Becky	becky.boston@uky.edu	KTC Technology Transfer	Conference Coordinator	Edit/View Cancel Print
Horseman, Martha	martha.horseman@uky.edu	KTC Technology Transfer	Program Manager/LTAP	Edit/View Cancel Print
Martin, Megan	megan.perrin@uky.edu	KTC Technology Transfer	Training Program Manager	Edit/View Cancel Print
Worthy, Nicole	nicole.worthy@uky.edu	KTC Technology Transfer	Training Assistant	Edit/View Cancel Print

[Add Contact](#)

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4. Click the class you want to cancel the participant from, and then click the Cancel button



5. Confirm the cancellation by clicking the Cancel button.

