



How to – Opt-Out of Events

TARGET AUDIENCE: LEARNERS

Updated March 19, 2020





THE EVENT MANAGER

The Academic Half Day Schedule is created by Program Administrators. Learner are added into events and complete event and presenter evaluations.

NOTE: Learners have 14 days from the day the event takes place before they expire.

HOW TO OPT-OUT OF AN EVENT

1. Double click on the event you would like to opt-out of attending and choose "Opt-out":

-	P - Neuropathology - Dr. Provins con consectors, pro, once all contra	✓ Registered
Event Details	Resources	
Academic Half	Day - Anatomical Pathology	
Program:	Anatomical Pathology	
Event Type:	Lecture/Grand Rounds	
Location:	McMaster University Medical Centre HSC 4H1	
		۲
		1 Opt-out X Close

2. Specify your reasons for opting out along with any additional comments:

E AND AP - Reurspathology MINISTER IN CONTRACT, 211	✓ Registered	
Event Details Resources	Opt-out Confirmation	
Academic Half Day - Anatomical Pathology	You have selected to opt-out from this event. Please specify the reason and/or add any additional comments:	
Program: Anatomical Pathology	Specify Reason v Specify Reason	
Event Type: Lecture/Grand Rounds Location: McMaster University Medical HSC 4H1	Call Conference Other Post Call Vacation	
	Confirm X Cancel	





3. After submitting, a confirmation will appear that you have successfully opted out of the event:



Once learners have opted out of an event, the associated evaluations will be automatically removed from the evaluation dashboard.

QUESTIONS?

If you have any questions or difficulties with this process, please contact MedSIS at medsis@mcmaster.ca