



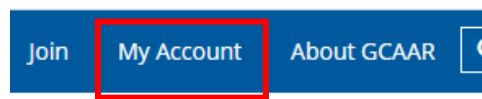
Cancelling a GCAAR Continuing Education Class

Members who have registered for a continuing education class through the GCAAR website can cancel their registration, so long as you meet the requirements of the [cancellation policy](#).

All CE class cancellations must occur 24 hours prior to the start of class. We are unable to offer refunds within 24 hours of the scheduled class and we do not process transfers nor credits at any time.

Here are the steps to cancel:

1. Go to the GCAAR website at gcaar.com.
2. Click on **My Account** at the top of the website.



3. Enter your Login ID (member number) and password.

ⓘ Your Logon ID is your GCAAR member number. Contact membershiprecords@gcaar.com for help.

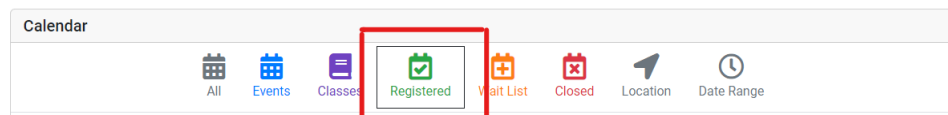
Please sign in

Login ID

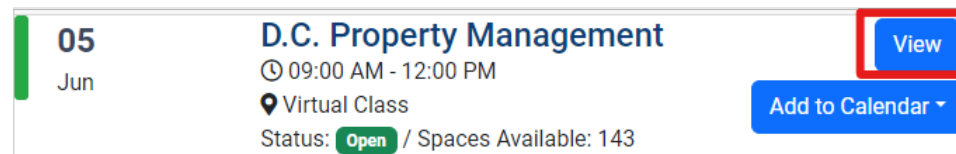
Password

Sign In

4. Click on the **green "Registered"** icon under "Calendar" on your GCAAR dashboard to see all your registered classes.



5. Find the class you wish to cancel and select the **blue "View"** button to see the full class details.



6. On the next screen, click the **blue "Registration Cancellation"** button.

Course: _DCPROMAN Class Status: **OPEN**
Spaces Available: 144

Class: D.C. Property Management

📅 06/05/23 🕒 9:00am - 12:00pm 📍 Virtual Class 📅 Add to Calendar ▾

Course Description: DC Property Management
Class ID: 230605DP
Price On/Before 06/04/23: 0.00
Price After 06/04/23: 0.00
Course Type: DC Required
Instructor: Jill Malloy
Registration Status: Registered
Format: Class Room
Registration Cancellation

7. The course information page will appear. To cancel the course, click **“Submit Cancellation.”**

Course: _DCPROMAN

Class: D.C. Property Management

Registration ID	EDC169156	Invoice #	5900198
Class ID	230605DP	Invoice Date	04/26/23
Class Date	06/05/23	Invoice Amount	0.00
		Receipt #	848434
Registration Amount	0.00	Receipt Amount	0.00
Total Charge	📌 0.00		

📌 Confirmation will be sent to the following e-mail address below. You may temporarily change your e-mail address here for this session. If you would like to permanently change your e-mail address please do so from the personal information/profile page

E-Mail Address: mcneil@gcaar.com

Previous Screen
Submit Cancellation

8. Once the cancellation is received, your credit card used at the time of purchase will be refunded within 2-5 business days.

9. If the Submit Cancellation button does not appear on your registration, please see below.

Frequently Asked Questions

Q: Why is the “Submit Cancellation” button not available to me?

A: All CE class cancellations must occur 24 hours prior to the start of class. We are unable to offer refunds within 24 hours of the scheduled class and we do not process transfers nor credits at any time. If you are outside of the 24-hour window and still cannot see the “Submit” Cancellation button, it is because the class registration is linked to multiple registrations and an in-house refund was issued for one class registration. Please contact our Education Team at education@gcaar.com for assistance. New members registered for New Member Orientation and Code of Ethics must contact newmember@gcaar.com in order to be rescheduled to another session.

Q: What if I want to transfer to another CE class session rather than receive a refund?

A: We do not process transfers for CE classes. You must cancel the session you no longer want to attend and register for the new class session.