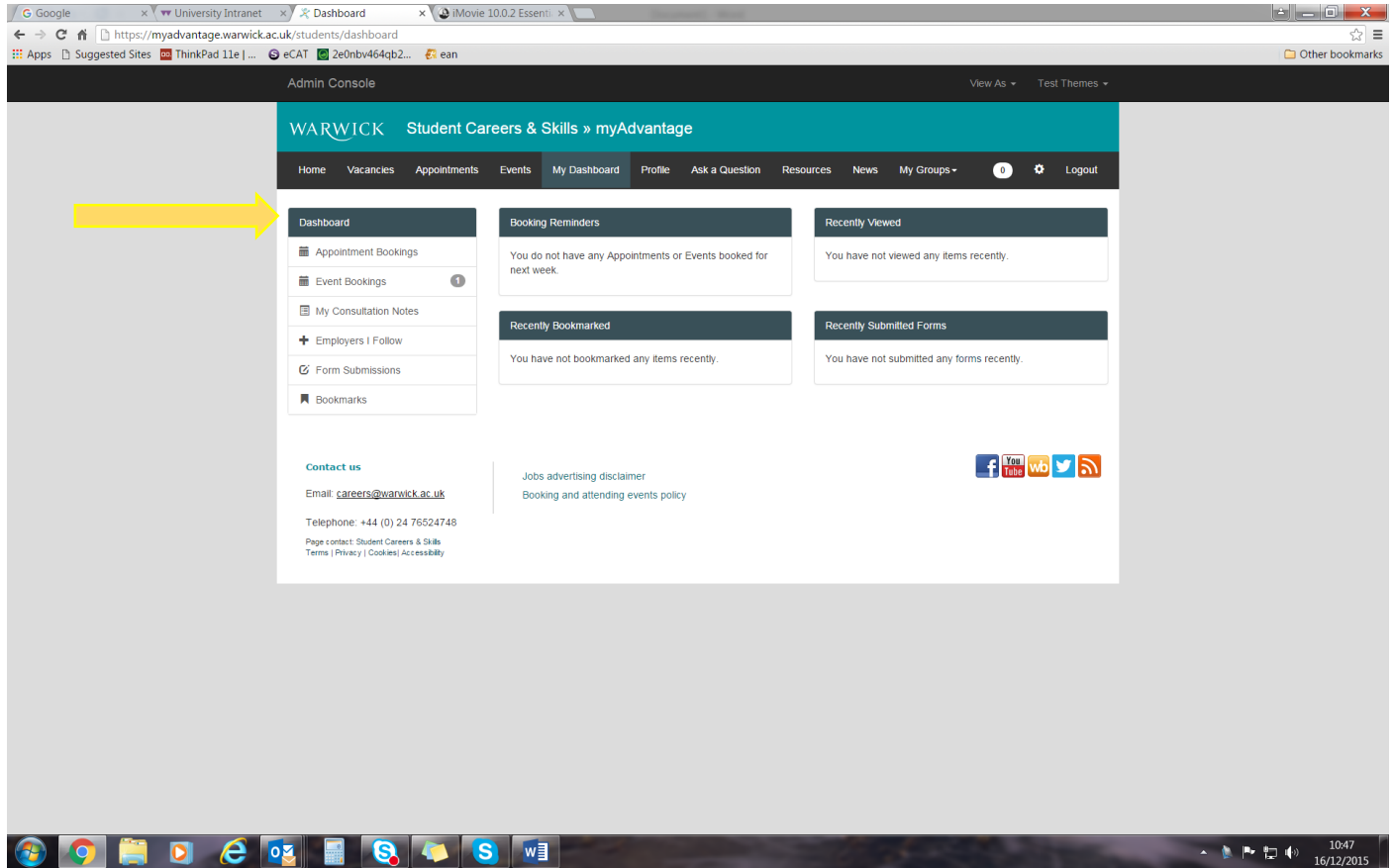


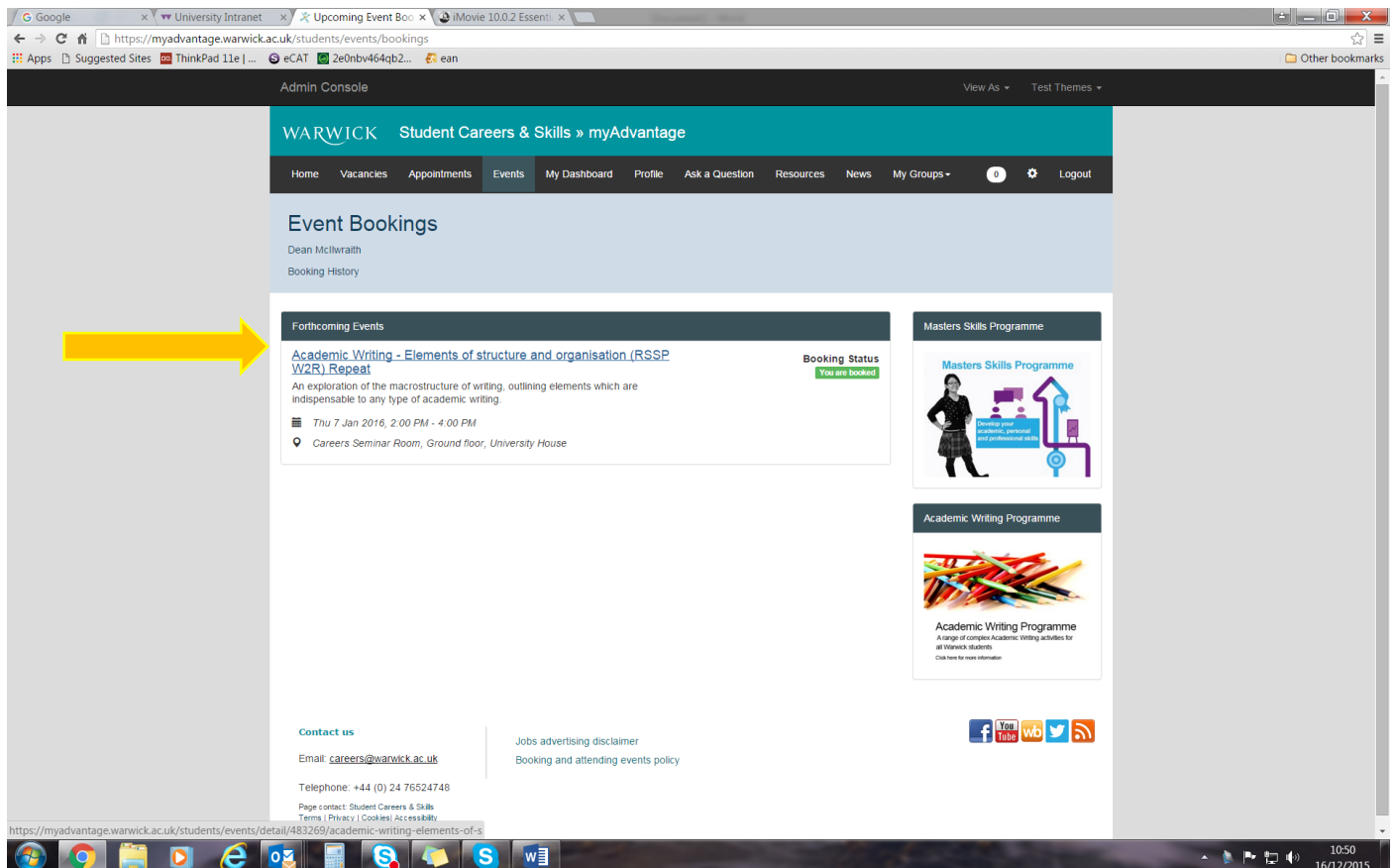
## Canceling or deregistering from a Student Careers and Skills event

On the myAdvantage booking system go to dashboard (as shown by the yellow arrow) and click on Event Bookings.



The screenshot shows the myAdvantage dashboard interface. At the top, there is a navigation bar with the Warwick logo and the text 'Student Careers & Skills » myAdvantage'. Below this is a secondary navigation bar with links: Home, Vacancies, Appointments, Events, My Dashboard (highlighted with a yellow arrow), Profile, Ask a Question, Resources, News, My Groups, and Logout. The main content area is divided into several sections: a 'Dashboard' sidebar on the left with links for Appointment Bookings, Event Bookings (with a notification badge), My Consultation Notes, Employers I Follow, Form Submissions, and Bookmarks; 'Booking Reminders' and 'Recently Viewed' sections; 'Recently Bookmarked' and 'Recently Submitted Forms' sections; and a 'Contact us' section at the bottom left with email and phone information. The bottom of the browser window shows the Windows taskbar with various application icons and the system clock showing 10:47 on 16/12/2015.

It confirms which events you have booked onto. See example below.



The screenshot shows the 'Event Bookings' page on the myAdvantage system. The navigation bar is similar to the dashboard, but the 'Events' tab is selected. The page title is 'Event Bookings' with the name 'Dean McIlwraith' and 'Booking History' below it. The main content area features a 'Forthcoming Events' section. A yellow arrow points to the first event listing: 'Academic Writing - Elements of structure and organisation (RSSP W2R) Repeat'. The event description states: 'An exploration of the macrostructure of writing, outlining elements which are indispensable to any type of academic writing.' The booking status is 'You are booked!'. The event details include the date 'Thu 7 Jan 2016, 2:00 PM - 4:00 PM' and the location 'Careers Seminar Room, Ground floor, University House'. To the right of the event listing are two promotional cards: 'Masters Skills Programme' and 'Academic Writing Programme'. The bottom of the page includes a 'Contact us' section with email and phone information, a 'Jobs advertising disclaimer', and social media icons. The browser window shows the URL 'https://myadvantage.warwick.ac.uk/students/events/bookings' and the system clock showing 10:50 on 16/12/2015.

To cancel your booking, return to the event details by clicking on the hyperlinked event name and click on the red 'cancel' button shown below.

The screenshot shows a web browser window with the URL <https://myadvantage.warwick.ac.uk/students/events/detail/483269/academic-writing-elements-of-s>. The page header includes 'WARWICK Student Careers & Skills » myAdvantage' and a navigation menu with options like Home, Vacancies, Appointments, Events, My Dashboard, Profile, Ask a Question, Resources, News, My Groups, and Logout. The main content area displays the event title 'Academic Writing - Elements of structure and organisation (RSSP W2R) Repeat', the date 'Thu 7 Jan 2016, 2:00 PM to 4:00 PM', and the location 'Careers Seminar Room, Ground floor, University House'. A prominent red 'Cancel Booking' button is visible, with a yellow arrow pointing to it from the left. Below the event details, there is a section titled 'You are booked into this Event' with a warning icon and text: 'Failure to attend will lead to you being marked as absent and may result in you being banned from making event and appointment bookings in the future. You can cancel your booking up until 6 January 2016, 11:00 AM.' To the right, a 'Contact Details' box lists a phone number (02476 524748) and an email address (pgrresearchskills@warwick.ac.uk). The 'Description' section states: 'This workshop is reserved exclusively for students on the following courses: PhD, MPhil, Masters by Research, EngD, EdD, or Professional Doctorate. Many essays fail to impress through faults of structure; structure is essential to creating a text that is coherent and cohesive. In this practical, reflective session, you will cover aspects of academic writing structure, irrespective of discipline or topic. We will demonstrate the art of 'selling' your writing through effective introductions and conclusions. You will assess a number of texts which showcase the main elements of structure, i.e. introduction, body, conclusion etc., in terms of content, function and role. Please advise if you require any adjustments be made in relation to a disability so that we may take appropriate steps to accommodate your needs. Please contact the Help Desk on 024 7652 4748 or careers@warwick.ac.uk. At the tutor's discretion students who arrive more than five minutes late may be directed to sign up to a future workshop. Please note: By booking to attend this session, you grant Student Careers and Skills permission to share your attendance data (events you have attended) with the academic department in which you are registered. If you have any questions about this, please email careers@warwick.ac.uk.' At the bottom, there is a 'Contact us' section with the email [careers@warwick.ac.uk](mailto:careers@warwick.ac.uk) and a 'Jobs advertising disclaimer' with a link to the 'Booking and attending events policy'. Social media icons for Facebook, YouTube, LinkedIn, Twitter, and RSS are also present. The Windows taskbar at the bottom shows the system tray with the date and time '10:51 16/12/2015'.