



How to Cancel your Eventbrite Ticket

Find any correspondence with your ticket details – your RSVP email – an Email from Amy about making sure you can attend. (search by the event title)

Here's one of mine:



The screenshot shows the Eventbrite interface for an event titled "Lord Mayor's Small Business Forum, Chermiside" on Wednesday at 5:45 pm, organized by Brisbane City Council. Below the event details, there is a section titled "Don't forget your tickets" which offers two options: "Mobile Tickets" (with icons for the App Store and Google Play) and "Paper Tickets" (with an icon of a paper ticket and a link to "download here"). The Eventbrite logo and navigation links "Find events" and "My Tickets" are visible at the top of the page.

Just Click on the **“MY TICKETS”** in the upper right corner.

It may ask you to sign in



Let's get started

Enter your email to sign up or log in.

Email address

Get Started

After signing in you'll see all the tickets in Eventbrite you're registered for. **Click on one you want to cancel** – in this case: Lord Mayor's




Amy Roche

[EDIT PROFILE](#)

1
UPCOMING EVENT

0
SAVED EVENTS

PAST EVENTS



23 MAY 2018 - 5:45 PM
Lord Mayor's Small Business Forum, Chermside
Free order #774766006 of 1 Ticket on 22 May 2018

You'll then see the screen below – simply click **Cancel Order**.

Order for Lord Mayor's Small Business Forum, Chermside

Free order no. 774766006 on 22 May 2018
Wednesday, 23 May 2018 from 5:45 pm to 8:15 pm (AEST)
Chermside QLD

PRINT TICKETS	General admission Edit
CANCEL ORDER	Contact Information
CONTACT THE ORGANISER	Prefix * Mrs.
	First Name * Amy
	Surname * Roche

Thank you So much for taking the time to cancel your ticket if you can't attend. We want to keep these workshops FREE, and it ensures others don't miss out if you can't make it.

Thanks Heaps, Amy, Retail Rockstars