AMP Tips and Tricks for Updates

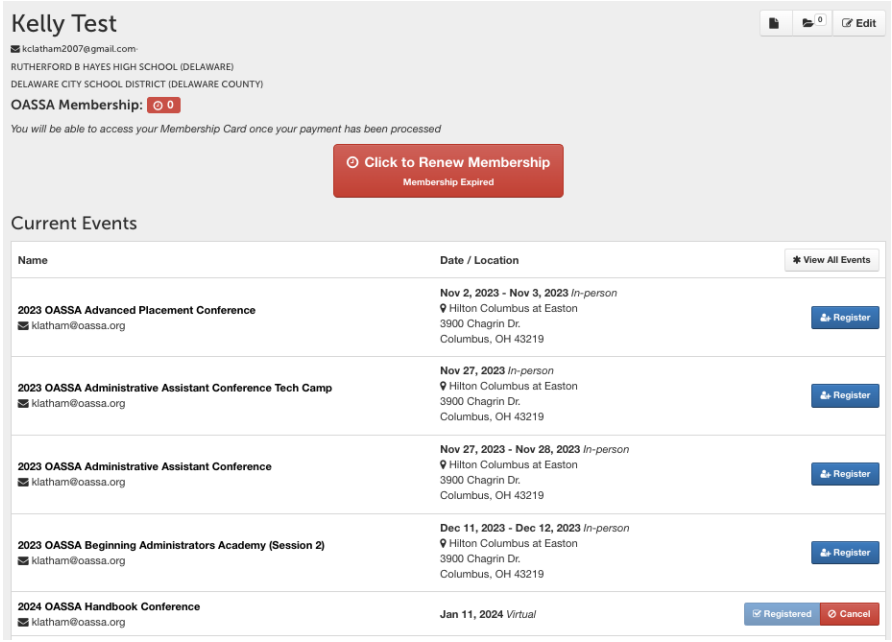
October Update Tip

Need to cancel your registration for a conference?

Please cancel at least one week prior to the conference.

> ***OASSA Conference Cancellation Policy:*** *Registrants who cancel at least three (3)* ***workdays*** *before the date of the conference will not be charged or may request a full refund. Registrants who cancel fewer than three (3)* ***workdays*** *before will be charged for food and venue costs. No shows and registrants who cancel the day of the conference will be charged the full registration amount.*

Steps to cancel:

- Log-in to your AMP account here: https://oassa.finalforms-amp.com/
- On your "Home" page, locate the conference you need to cancel.
- Click the red "Cancel" button.
- Confirm the cancellation.
- An email confirmation will be sent to Kelly Miller-Latham of the cancellation request.
- If a refund is needed, Kelly will reach out via email.

Example of what your "Home" screen should look like.