How to register for workshops and courses on OpenCampus?

→ for participants admitted to the GSLS

1. LOG IN with your Username and Password (see here email sent on 3 Dec 2021).

<mark>**PLEASE DO NOT CREATE A NEW ACCOUNT!**</mark>

2. Go to the overview "Workshops and Courses" by clicking on "OpenCampus Menu" and then on "Book course".

3. Here you can see the **workshops & courses currently available** and get more information about them.

4. BOOK A WORKSHOP by clicking on the green button. You will receive a booking confirmation by email.

5. WAITING LIST

If a course is fully booked, you can also book a place on the waiting list. You will receive a booking confirmation for the WAITING LIST by email.

6. My Courses – OVERVIEW

In the menu point „My Courses" all workshops & courses you have booked are listed with their current status (booked or on waiting list).

7. CANCELLATION

If you need to cancel a registration, go to "My courses", click on "Course Detail" and use the "Cancel Booking" button. You will receive a cancellation confirmation by email.

The next person on the waiting list will move up to the list of participants.

8. MOVING UP FROM THE WAITINGLIST

If you have moved up from the waiting list, you will receive an email.

- To accept that place you don't have to do anything else.
- <mark>If you don't want to accept the place, cancel your place as described under point 6.</mark>