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).
   
   **PLEASE DO NOT CREATE A NEW ACCOUNT!**

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.
   - If you don’t want to accept the place, cancel your place as described under point 6.