Canceling with an Eventbrite Account:

After registering for an event you will receive a confirmation email containing your ticket. Scroll down through the email until you see “View event details” and select it. Selecting “View event details” will bring you to the Event that you would like to cancel via Eventbrite’s Website.

In the upper left-hand corner of this page, find “View your order” and select it.
Having selected “View your order” from the last step, you will be greeted with a few actions you can take. One of which is the “Cancel Order” action. Upon cancelling you will receive a confirmation email informing you of the cancellation. No further action is required.
Cancelling without an Eventbrite Account:

After registering for an event you will receive a confirmation email containing your ticket. In the body of the email you will see the title of the event that you would like to cancel. Select it and continue to the next step.

In the upper left-hand corner of this page, find “View your order” and select it.
Having selected “View your order” from the last step, you will be greeted with a few actions you can take. One of which is the “Cancel Order” action. Upon cancelling you will receive a confirmation email informing you of the cancellation. No further action is required.