Cancelling a Registration for Recreation Center timeslot RSVP's

Need to cancel a timeslot reservation?

1. Login to your account.

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- Navigate to your Account screen and select the Registered Activities tab. Below the [Make A Payment] button is a user hint how to cancel the registration.
- 3. Double click on the reservation you would like to cancel.

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4. From the Registration Information screen, you simply select the **[Cancel Registration]** button to remove the registration. You will get a confirmation screen and once confirmed, the registration will be removed.

Note: If the activity is not cancelable, a message will replace the cancel button indicating the activity is not eligible to be cancelled.

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Registration Information Participant: Charles Warrell	Receipt #: 985	
Registration Information Participant: Charles Warrell Date Registration Charles Warrell	Receipt #: 985 Amount Paid: 10.00	

5. Upon cancelling the registration, you will receive an immediate confirmation on the website followed by an email receipt.

If there was a charge for the registration a credit will be placed on your account to use for future registrations.

