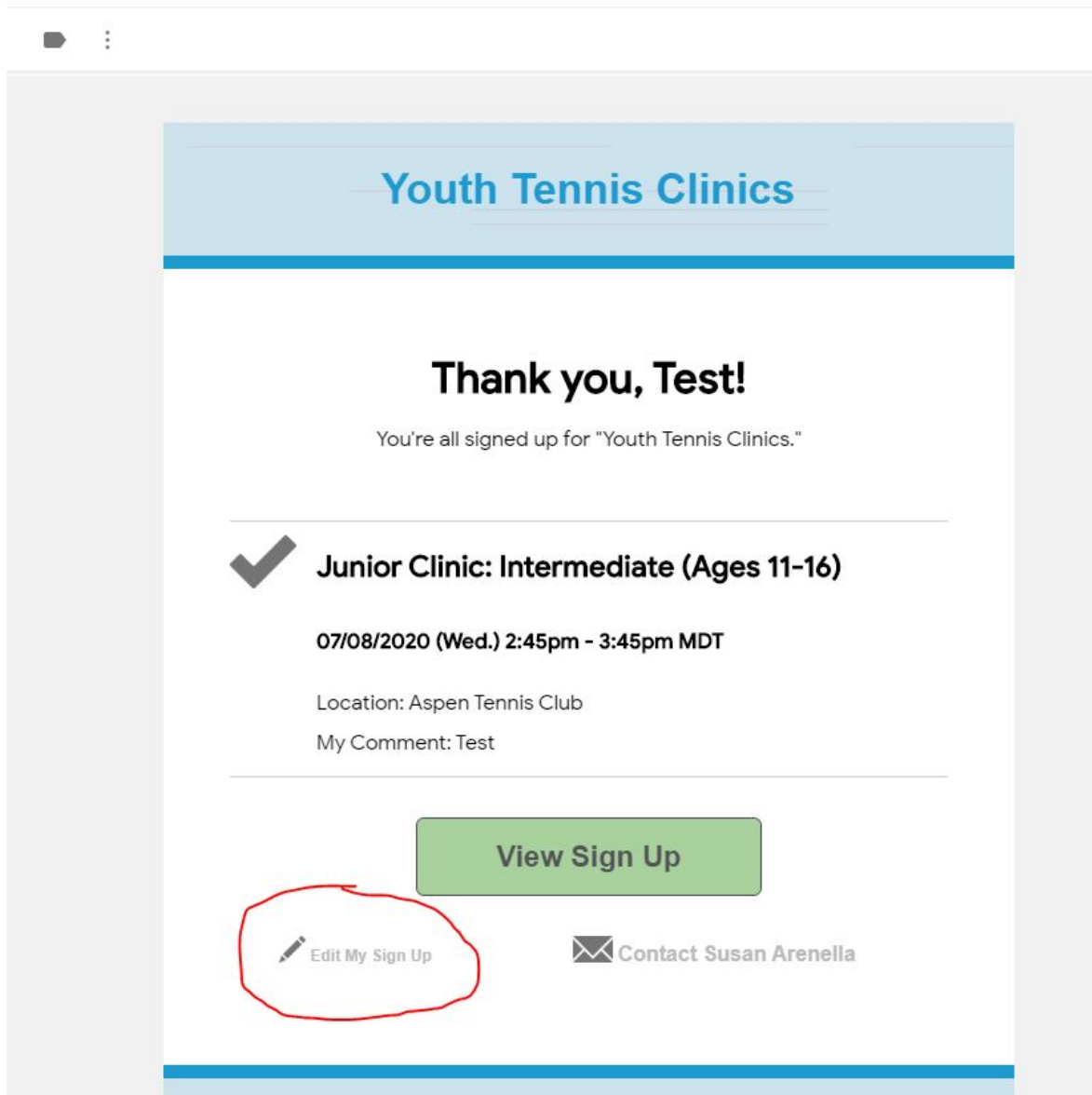


**How to cancel your Reservation for Swimming, Fitness Classes, Weight / Cardio Room and Climbing in Sign-up Genius. There are 3 ways to do it.**

**Individual Session Sign up:**

Step 1: Go to your confirmation email > Click Edit My Sign Up in the bottom left corner



## Step 2: Click Delete

SignUpGenius Features Pricing More Create a Sign Up Log In

← Back to Youth Tennis Clinics

### Sign Me Up

Sign me up for:

| Available Slot                           | Date (mm/dd/yyyy - MDT)          | My Comment | Quantity |
|--|----------------------------------|------------|----------|
| Junior Clinic: Intermediate (Ages 11-16) | Wed., 07/08/2020 2:45pm - 3:45pm | Test       | 1        |

Name

Email

Already have a SignUpGenius account? [Login](#)

By signing up, you agree to the SignUpGenius [Terms of Service](#) and [Privacy Policy](#).

## Step 3: Confirm and click YES- Delete

SignUpGenius Features Pricing More Create a Sign Up Log In

### Tennis Clinics

## Youth Tennis Clinics

Are You Sure?

Are you sure you want to delete your sign up for "Youth Tennis Clinics"?

07/08/2020 (Wed) 2:45PM - 3:45PM MDT - Junior Clinic: Intermediate (Ages 11-16) - Aspen Tennis Club

This sign up will be permanently removed. There is no undo.

Notification will be sent to the sign up administrator (Susan Arenella) with the following comment:

## Step 4: Confirmation Screen

SignUpGenius Features Pricing More Create a Sign Up Log In

### Tennis Clinics

## Youth Tennis Clinics

Please review the available slots below and click on the button to sign up. Thank you!

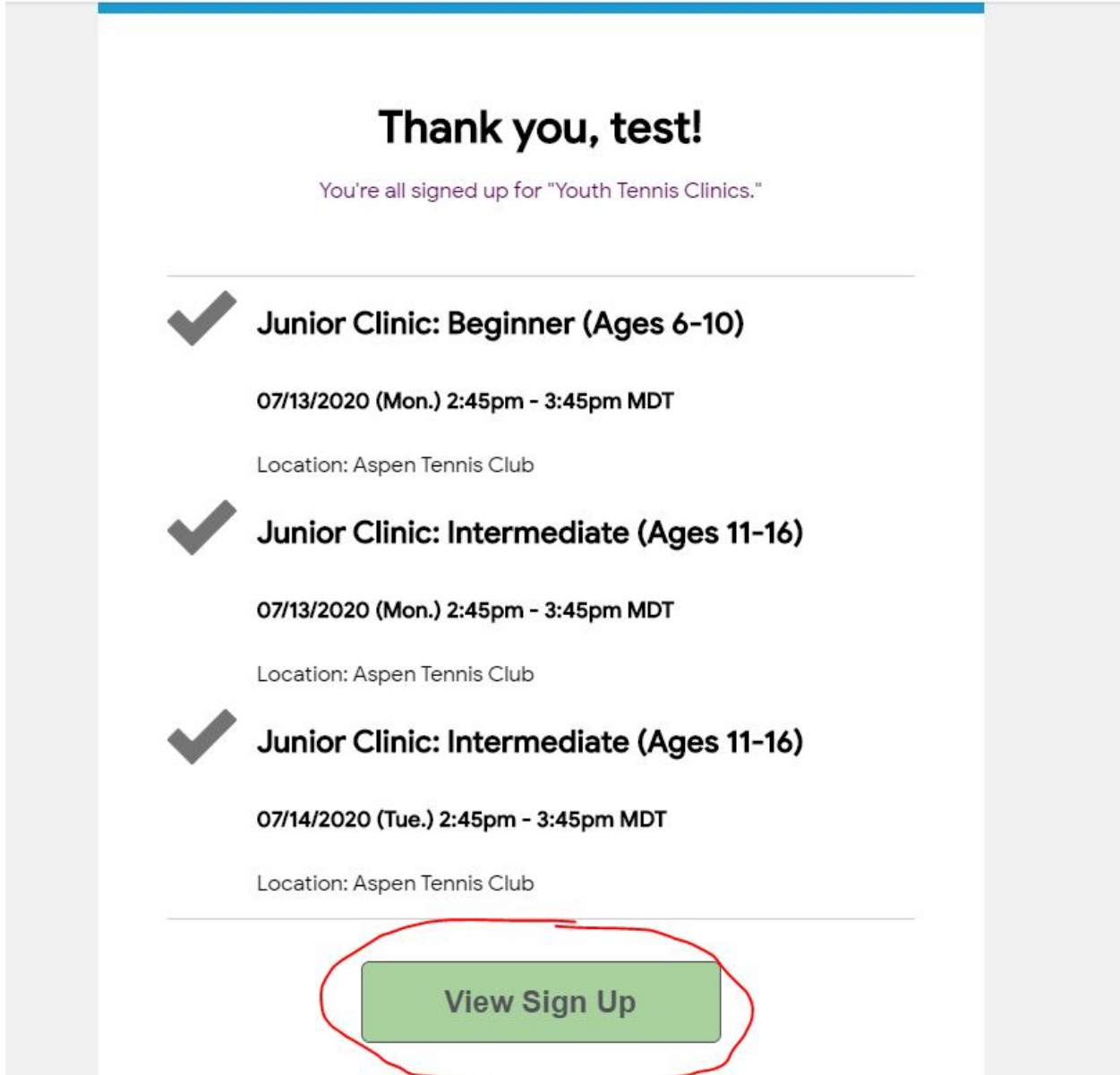
Created by: Susan Arenella

The sign up was deleted.

| Date (mm/dd/yyyy) | Location          | Time (MDT)      | Available Slot  |
|-------------------|-------------------|-----------------|---|
| 07/01/2020 (Wed.) | Aspen Tennis Club | 2:45pm - 3:45pm | Junior Clinic: Beginner (Ages 6-10) (4)<br>3 of 4 slots filled<br>CT Chloe Thirion<br>Will cancel the classes that she has in the morning<br>HM Henry Marriott<br>JM Jackson Marriott |

**MULTI CLASS SIGN-UP (without Signup Genius account)**

Step 1: Go to your confirmation email > Click View Sign Up



## Step 2: Click Change your sign up

**SignUpGenius** Features Pricing More [Create a Sign Up](#) [Log In](#) [Q](#)

Tennis Clinics  
**Youth Tennis Clinics**

Please review the available slots below and click on the button to sign up. Thank you!

Created by: Susan Arenella [✕](#)

Already signed up? You can [change your sign up](#).

| Date (mm/dd/yyyy) | Location          | Time (MDT)      | Available Slot   | <a href="#">Calendar View</a> |
|-------------------|-------------------|-----------------|--|-------------------------------|
| 07/01/2020 (Wed.) | Aspen Tennis Club | 2:45pm - 3:45pm | <b>Junior Clinic: Beginner (Ages 6-10) (4)</b><br>3 of 4 slots filled<br>CT Chloe Thirion<br>Will cancel the classes that she has in the morning<br>HM Henry Marriott<br>JM Jackson Marriott<br><a href="#">Sign Up</a> <input type="checkbox"/> |                               |
|                   |                   |                 | <b>Junior Clinic: Intermediate (Ages 11-16) (4)</b><br>3 of 4 slots filled<br>MD Meg Dangler (2)<br>Ellie, Anna<br>KY Kathy Yang<br>Lewis Yang<br><a href="#">Sign Up</a> <input type="checkbox"/>   |                               |

## Step 3: Choose I signed up without a SignUpGenius Account

**SignUpGenius** Features Pricing More [Create a Sign Up](#) [Log In](#) [Q](#)


**Youth Tennis Clinics**

Need to make a change to something you signed up for on this sign up?

- I signed up as a SignUpGenius member
- I signed up without a SignUpGenius account
- Someone else signed me up on this sign up

Not what you wanted? [Return to Sign Up](#)

## Step 4: Enter your Email address and hit send me and email

 [Features](#) [Pricing](#) [More](#) [Create a Sign Up](#) [Log In](#)

### Youth Tennis Clinics

Need to make a change to something you signed up for on this sign up?

I signed up as a SignUpGenius member

I signed up without a SignUpGenius account

If you signed up without a SignUpGenius account, you have several options for editing your sign up. You can:


1. [Contact the sign up creator](#) and have him/her update your item for you.
2. [Create an account](#) at SignUpGenius using the same email address that you used when you signed up. You will then be able to login and edit your item.
3. Send yourself an email link that will allow you to edit your sign up item.

Enter your email address:  [Send Me an Email](#)

Someone else signed me up on this sign up

Not what you wanted? [Return to Sign Up](#)

## Step 5: View the Email, then click "Click Here to Edit" for the class you want to Cancel.



### Youth Tennis Clinics

Hello, test toni! You requested an email link that would allow you to edit the item(s) you signed up for on "Youth Tennis Clinics". Use the link(s) below to edit your item(s). You are signed up for: Junior Clinic: Beginner (Ages 6-10), 07/13/2020 (Mon.) 02:45PM - 03:45PM at Aspen Tennis Club

[Click Here to Edit](#)

Junior Clinic: Intermediate (Ages 11-16), 07/13/2020 (Mon.) 02:45PM - 03:45PM at Aspen Tennis Club

[Click Here to Edit](#)

Junior Clinic: Intermediate (Ages 11-16), 07/14/2020 (Tue.) 02:45PM - 03:45PM at Aspen Tennis Club

[Click Here to Edit](#)

If you have further questions about the event in question, do NOT reply to this email. You will need to contact the sign up creator.

## Step 6: Click DELETE

SignUpGenius Features Pricing More Create a Sign Up Log In

← Back to Youth Tennis Clinics

### Sign Me Up

Sign me up for:

| Available Slot                      | Date (mm/dd/yyyy - MDT)          | My Comment | Quantity |
|-------------------------------------|----------------------------------|------------|----------|
| Junior Clinic: Beginner (Ages 6-10) | Mon., 07/13/2020 2:45pm - 3:45pm |            | 1        |

Name

Email

Already have a SignUpGenius account? [Login](#)

By signing up, you agree to the SignUpGenius [Terms of Service](#) and [Privacy Policy](#).

## Step 7: Click, Yes Delete

SignUpGenius Features Pricing More Create a Sign Up Log In

### Tennis Clinics Youth Tennis Clinics

Are You Sure?

Are you sure you want to delete your sign up for "Youth Tennis Clinics"?  
07/08/2020 (Wed) 2:45PM - 3:45PM MDT - Junior Clinic: Intermediate (Ages 11-16) - Aspen Tennis Club

This sign up will be permanently removed. There is no undo.

Notification will be sent to the sign up administrator (Susan Arenella) with the following comment:

## Step 8: Confirmation Screen

SignUpGenius Features Pricing More Create a Sign Up Log In

### Tennis Clinics Youth Tennis Clinics

Please review the available slots below and click on the button to sign up. Thank you!

Created by: Susan Arenella

The sign up was deleted.

| Date (mm/dd/yyyy) | Location          | Time (MDT)      | Available Slot  |
|-------------------|-------------------|-----------------|---|
| 07/01/2020 (Wed.) | Aspen Tennis Club | 2:45pm - 3:45pm | Junior Clinic: Beginner (Ages 6-10) (4)<br>3 of 4 slots filled<br>CT Chloe Thirion<br>Will cancel the classes that she has in the morning<br>HM Henry Marriott<br>JM Jackson Marriott |

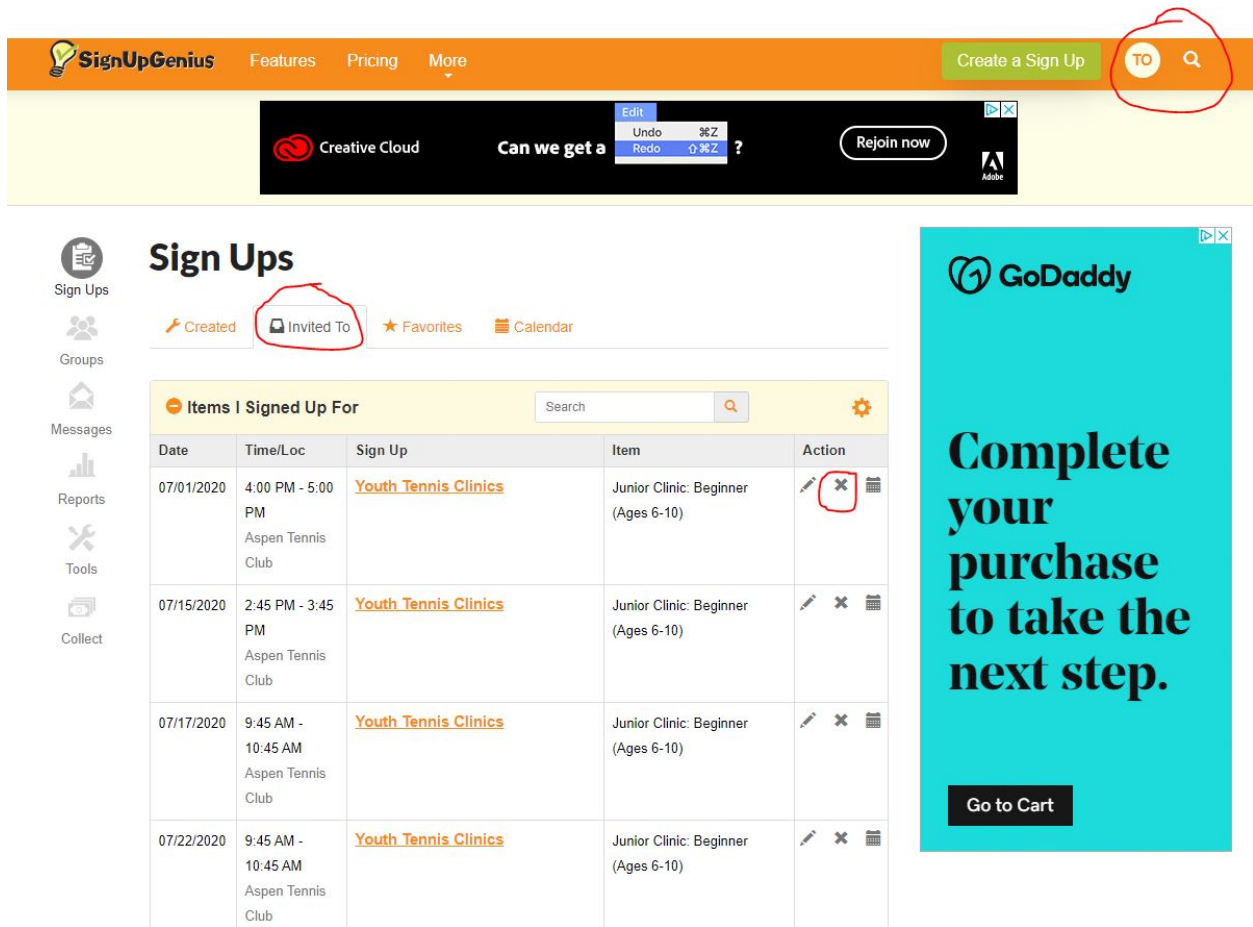
## MULTI CLASS SIGN-UP (with Signup Genius account)

Step 1: Go to [www.signupgenius.com](http://www.signupgenius.com) and Log-in OR click View Sign-up from your confirmation email, then Log-in





Step 2: Click on your initials in top righthand corner and then click "Sign-ups"

Step 3: From the list of your sign ups, click the "x" of the class you want to cancel

Step 4: Follow Steps 6 – 8 from above



The screenshot shows the Signup Genius website interface. At the top, there is a navigation bar with the Signup Genius logo, links for Features, Pricing, and More, and a 'Create a Sign Up' button. A user's initials 'TO' are visible in the top right corner, circled in red. Below the navigation bar, there is a Creative Cloud advertisement. The main content area is titled 'Sign Ups' and has a sidebar with navigation options: Sign Ups, Groups, Messages, Reports, Tools, and Collect. The 'Invited To' tab is highlighted with a red circle. The main content area shows a table of sign-ups under the heading 'Items I Signed Up For'. The table has columns for Date, Time/Loc, Sign Up, Item, and Action. The first row is circled in red, and the 'x' icon in the Action column is also circled in red. A GoDaddy advertisement is visible on the right side of the page, with the text 'Complete your purchase to take the next step.' and a 'Go to Cart' button.

| Date       | Time/Loc                                | Sign Up                              | Item                                | Action   |
|------------|---|--------------------------------------|-------------------------------------|--|
| 07/01/2020 | 4:00 PM - 5:00 PM<br>Aspen Tennis Club  | <a href="#">Youth Tennis Clinics</a> | Junior Clinic: Beginner (Ages 6-10) |    |
| 07/15/2020 | 2:45 PM - 3:45 PM<br>Aspen Tennis Club  | <a href="#">Youth Tennis Clinics</a> | Junior Clinic: Beginner (Ages 6-10) |  |
| 07/17/2020 | 9:45 AM - 10:45 AM<br>Aspen Tennis Club | <a href="#">Youth Tennis Clinics</a> | Junior Clinic: Beginner (Ages 6-10) |  |
| 07/22/2020 | 9:45 AM - 10:45 AM<br>Aspen Tennis Club | <a href="#">Youth Tennis Clinics</a> | Junior Clinic: Beginner (Ages 6-10) |  |