

How to Cancel Sign Up — Signed Up without SUG Account —

If you signed up *without* an account, **open the confirmation email** sent from Sign Up Genius:

STEP ONE

1. Open Confirmation Email

LAP POOL SIGN-UP

Thank you, **Name** !

You're all signed up for "LAP POOL SIGN-UP."



Lane #1

10/28/2020 (Wed.) 10:30am - 11:15am MST

STEP TWO

View Sign Up



[Edit My Sign Up](#)



[Contact Class Coordinator](#)



2. Click on "Edit My Sign Up"



SignUpGenius

8008 Corporate Center Dr. Suite 410. Charlotte. NC 28226

STEP THREE

3. Leave a **Comment** or change **Quantity** of Sign Ups

If you are signing up for another person, place their name in the “My Comment” field. Change “Quantity” if adjusting number of Sign Ups. Click “Update My Sign Up” below. Or, continue on to **Step Four**—to **“Delete”** to your Sign Up.

The screenshot shows the SignUpGenius 'Sign Me Up' page. At the top, there is an orange navigation bar with the SignUpGenius logo, links for Features, Pricing, and More, and buttons for Create Sign Up and Log In. Below the navigation bar, there is a link to 'Back to LAP POOL SIGN-UP'. The main heading is 'Sign Me Up'. Below this, it says 'Sign me up for:'. There is a table with four columns: Lane, Date (mm/dd/yyyy - MST), Optional Comment, and Quantity. The first row shows 'Lane #1', 'Wed., 10/28/2020 10:30am - 11:15am', an empty text input field, and the number '1'. Below the table, there are input fields for Name (First Name and Last Name), Email (Emailaddress.com), and Phone (Phone and Mobile). There is a link for 'Already have a SignUpGenius account? Login'. At the bottom, there are three buttons: 'Update My Sign Up', 'Delete', and 'Cancel'. A red box labeled 'STEP FOUR' is on the left. A white box with a black border contains the text 'Cancel to go to previous screen' with an arrow pointing to the 'Cancel' button. A red arrow points from the 'Delete' button to a text box at the bottom right.

SignUpGenius Features Pricing More Create Sign Up Log In

Back to LAP POOL SIGN-UP

Sign Me Up

Sign me up for:

Lane	Date (mm/dd/yyyy - MST)	Optional Comment	Quantity
Lane #1	Wed., 10/28/2020 10:30am - 11:15am		1

Name First Name Last Name

Email Emailaddress.com

Already have a SignUpGenius account? Login

Phone Phone Mobile

SignUpGenius Terms of Service and Privacy Policy

Update My Sign Up Delete Cancel

Cancel to go to previous screen

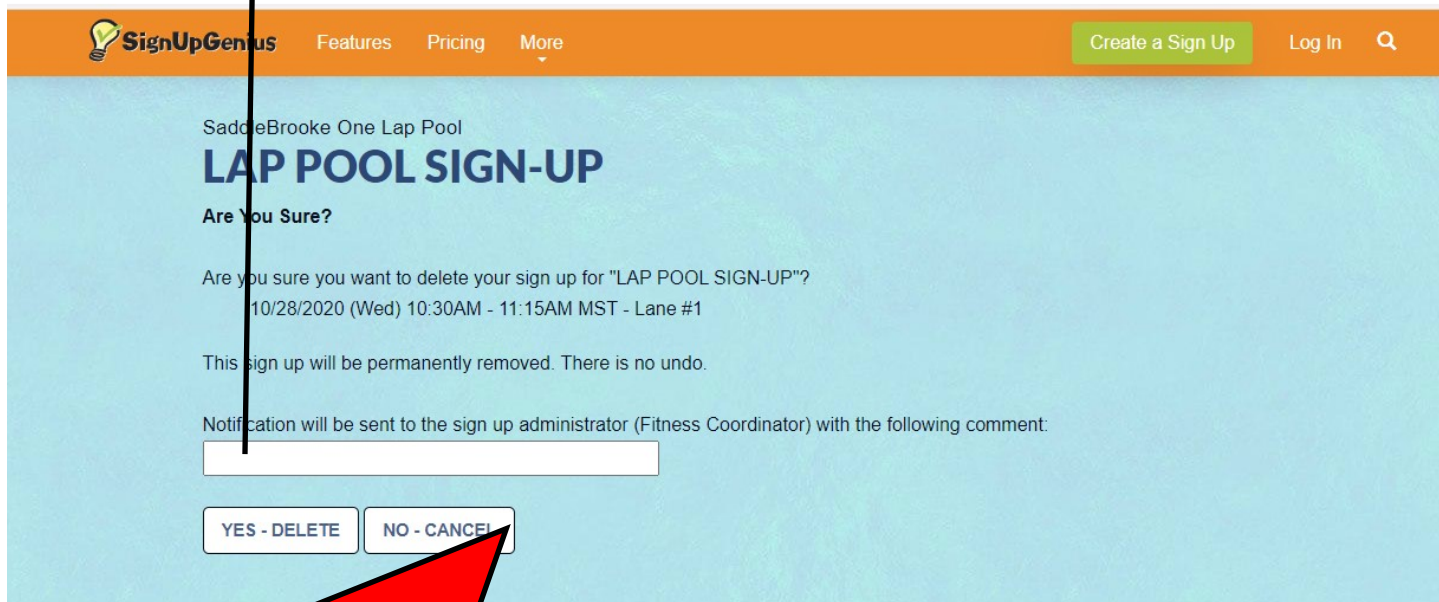
Delete Sign Up

4. Click **“Delete”** to cancel Sign Up. You are not finished yet. Continue on to **Step Five...**

STEP FIVE—Final Step!

5. Optional: Send a comment notification to the administrator.

Final Step: Click on **“YES—DELETE”** to cancel Sign Up *or* click on “No-Cancel” to go back to the previous screen.



The screenshot shows the 'LAP POOL SIGN-UP' confirmation page on the SignUpGenius website. The page has a light blue background with a pool scene. At the top, there is an orange navigation bar with the SignUpGenius logo, links for Features, Pricing, and More, a green 'Create a Sign Up' button, and a 'Log In' link. The main content area displays the title 'SaddleBrooke One Lap Pool' and 'LAP POOL SIGN-UP' in large blue letters. Below this, it asks 'Are You Sure?' and provides details about the sign-up: 'Are you sure you want to delete your sign up for "LAP POOL SIGN-UP"?', '10/28/2020 (Wed) 10:30AM - 11:15AM MST - Lane #1', and a warning that the sign-up will be permanently removed. A text box for a comment is provided, followed by two buttons: 'YES - DELETE' and 'NO - CANCEL'.

SignUpGenius Features Pricing More

Create a Sign Up Log In

SaddleBrooke One Lap Pool

LAP POOL SIGN-UP

Are You Sure?

Are you sure you want to delete your sign up for "LAP POOL SIGN-UP"?

10/28/2020 (Wed) 10:30AM - 11:15AM MST - Lane #1

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

Notification will be sent to the sign up administrator (Fitness Coordinator) with the following comment:

YES - DELETE NO - CANCEL

FINAL STEP!!
Click **“YES—DELETE”** to cancel Sign Up.