

# How to Cancel Sign Up

## — Signed Up with a SUG Account —

If you signed up *with* a Sign Up Genius account, **login to [www.signupgenius.com](http://www.signupgenius.com)** by entering your **email and password**. **(a.) Click the "Invited To" tab on your Account Sign Ups page.** **(b.)** Under the “Items I Signed Up For” section click the **pencil icon** to the right of the sign up to edit any details. If you want to delete yourself from a timeslot, click the "X" under your name, and confirm on the next screen that you want to remove yourself. If you need to sign up for a different date/time, you can go back to the sign up

### STEP ONE

Account Sign Ups page.

(a.) Click on “Invited To” tab.

(b.) Click on either the “pencil icon” to edit or the “X” to cancel sign up.



Sign Ups



Groups



Messages



Reports



Tools



Collect

## Sign Ups

Created

Invited To

Favorites

Calendar

### Items I Signed Up For

Date	Time/Loc	Sign Up	Action
10/29/2020	8:30 AM - 9:15 AM	<a href="#">LAP POOL SIGN-UP</a>	Lane #1 

Past Sign Ups

### Sign Ups I've Been Invited To

Search



SaddleBrooke One Lap Pool  
[LAP POOL SIGN-UP](#)

10/12/2020  
11/08/2020



SaddleBrookeFIT



SaddleBrooke One Fitness Center  
[SaddleBrooke One Fitness Center...](#)

10/05/2020 SaddleBrooke One Fitness  
11/06/2020




## STEP TWO

If you clicked the “Pencil” icon to edit your sign up you have the option on this screen to:

- (a.) Enter another name in the “My Comment” field
- (b.) Change “Quantity” of sign ups
- (c.) “Display” an alternative name on the sign up

**Note: You cannot cancel your session here.**

 [Features](#) [Pricing](#) [More](#) [Create a Sign Up](#) [GA](#) [Q](#)

[← Back to LAP POOL SIGN-UP](#)

### Sign Me Up

Sign me up for:

Lane	Date (mm/dd/yyyy - MST)	Optional Comment	Quantity
Lane #1	Thu., 10/29/2020 7:30am - 8:15am	<input type="text"/>	1

Sign up as:  - This isn't me

☐ Display an alternate name on the sign up (like a child or spouse)

Phone

☐ Save my contact info for use on future sign ups

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

## STEP THREE — Final Step!

If you clicked the “X” to **DELETE** your sign up you have the option on this screen to:

- (a.) You are asked “**Are you Sure?**” if you want to delete your sign up.
- (b.) **Send notification** to the sign up administrator with a comment.
- (c.) Click “**YES—DELETE**” to **cancel your sign up**. There is no undo.
- (d.) Click “**NO—CANCEL**” and return to the previous screen.

The screenshot shows the 'LAP POOL SIGN-UP' confirmation page on the SignUpGenius website. The page has an orange header with the logo and navigation links. The main content area is light blue and contains the following text:

- 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" on 10/29/2020 (Thu) 7:30AM - 8:15AM 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:
- A text input field for a comment.
- Two buttons: **YES - DELETE** and **NO - CANCEL**.

Four blue callout boxes with black text and arrows point to specific elements on the page:

- Box (a.) points to the "Are You Sure?" heading.
- Box (b.) points to the notification text and the comment input field.
- Box (d.) points to the "NO - CANCEL" button.
- A large red arrow points to the "YES - DELETE" button, containing the text: **3(c.) FINAL STEP!! Click "YES—DELETE" to cancel Sign Up.**