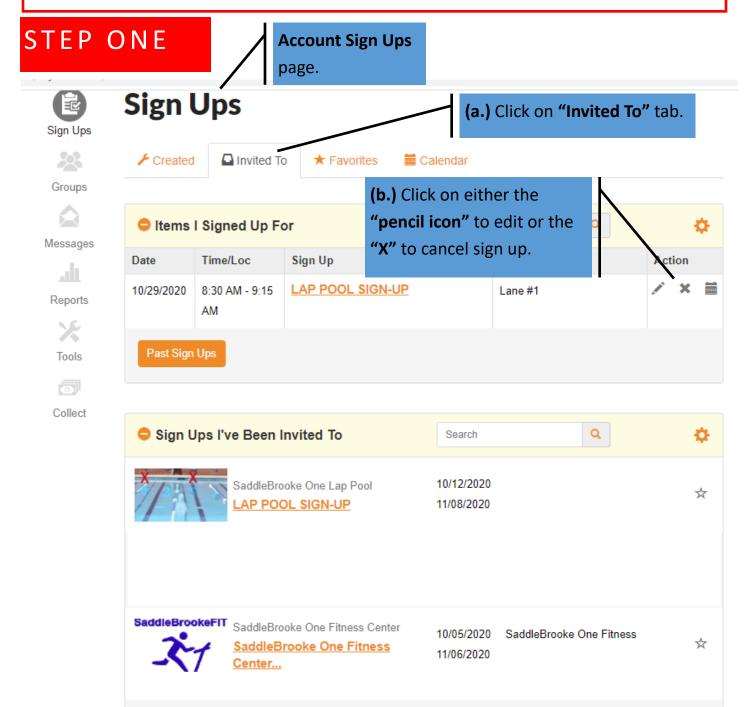
## How to Cancel Sign UpSigned Up <u>with</u> a SUG Account —

If you signed up with a Sign Up Genius account, login to 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

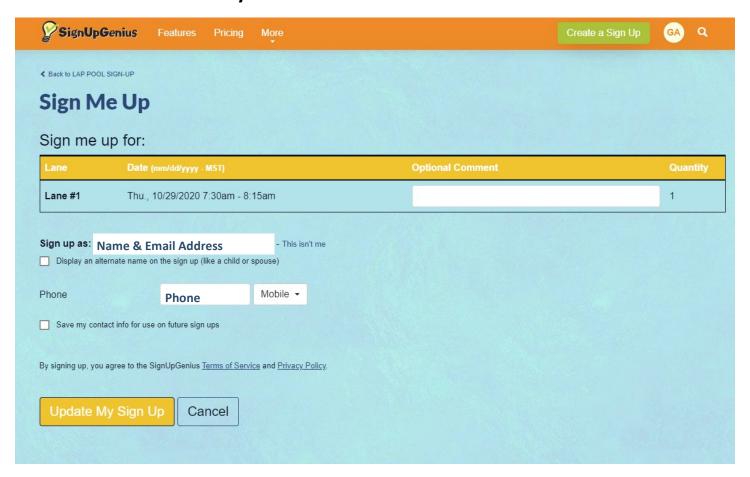




If you clicked the "Pencil" icon to edit your sign up you have the option on this screen to:

- (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.



## 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.

