

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** 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.

| Date | Time/Loc | Sign Up | Item | Action |
|------------|----------|--|-----------------|--------|
| 10/28/2020 | | SaddleBrooke One Fitness Center... | 6:00am - 7:30am | |


| Sign Ups I've Been Invited To | | | |
|-------------------------------|---|------------|------------------------------|
| | | | |
| | SaddleBrooke One Fitness Center SaddleBrooke One Fitness Center... | 10/05/2020 | SaddleBrooke One Fitness |

STEP TWO

If you clicked the **“Pencil” icon to edit** your sign up you have the option on this screen to **“Update My Sign Up”** with the following optional changes:

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

*****You cannot cancel your session on this screen*****

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Create a Sign Up GA Q

◀ Back to SaddleBrooke One Fitness Center - October 19-23. Remember to swipe your Resident ID Card on scanner upon entry.

Sign Me Up

Sign me up for:

| Available Slot | Date (mm/dd/yyyy - MST) | My Comment | Quantity |
|-----------------|-------------------------|----------------------|----------|
| 8:00am - 9:30am | Fri., 10/16/2020 | <input type="text"/> | 1 ▾ |

Sign up as: - This isn't me

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

Name

☐ Make this my default member name

Phone

Mobile ▾

☐ Save my contact info for use on future sign ups

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

Update My Sign Up

Cancel

STEP THREE — FINAL STEP

If you clicked the “X” to **DELETE** your sign up you have the option on this screen to “**YES—DELETE**” your sign up or “**NO—CANCEL**” and return to previous screen.

(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.

The screenshot shows the 'Are You Sure?' confirmation screen on the Sign Up Genius website. The page has an orange header with the 'Sign Up Genius' logo and navigation links. The main content area is light blue and contains the following text:

SaddleBrooke One Fitness Center
SaddleBrooke One Fitness Center - October 19-23.
Remember to swipe your Resident ID Card on scanner upon entry.

Are You Sure?

Are you sure you want to delete your sign up for "SaddleBrooke One Fitness Center - October 19-23. Remember to swipe your Resident ID Card on scanner upon entry."?
10/16/2020 (Fri) - 8:00am - 9:30am

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

☐ Send notification to the sign up administrator (Linda Irwin) with the following comment:

At the bottom are two green buttons: **YES - DELETE** and **NO - CANCEL**.

Four blue callout boxes with black text and lines pointing to specific elements on the screen:

- Box 1 (top): "(a.) Are you sure you want to cancel your sign up?" points to the "Are You Sure?" heading.
- Box 2 (middle right): "(b.) Optional: Send notification with comment to administrator." points to the checkbox and comment field.
- Box 3 (bottom right): "(d.) Click 'NO—CANCEL' to return to previous screen." points to the "NO - CANCEL" button.
- Box 4 (bottom left, in a large red arrow): "3(c.) FINAL STEP!! Click 'YES—DELETE' to cancel Sign Up." points to the "YES - DELETE" button.