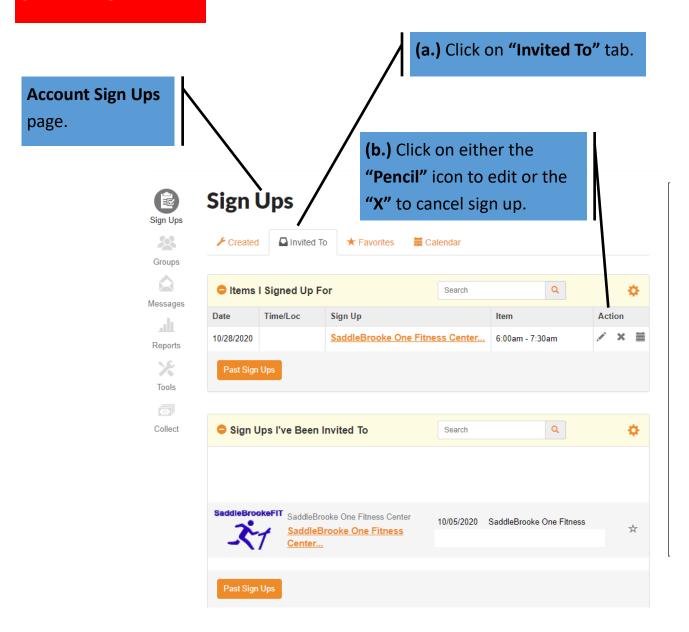
How to Cancel Sign Up — Signed Up <u>with</u> a SUG Account —

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

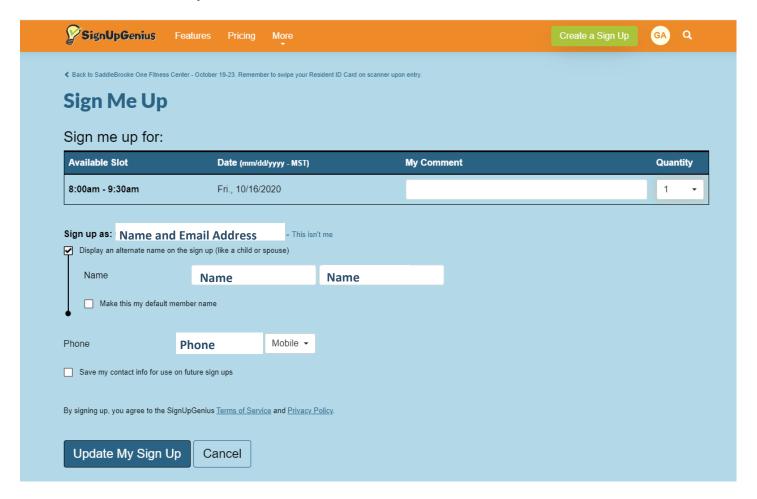
STEP ONE



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***



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.

