

# 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**

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

**Thank you, Example Name!**

You're all signed up for "SaddleBrooke One Fitness Center - October 19-23.  
Remember to swipe your Resident ID Card on scanner upon entry.."



**8:00am - 9:30am**

10/16/2020 (Fri.)

## STEP TWO

**View Sign Up**



[Edit My Sign Up](#)



[Contact SaddleBrooke One Fitness Coordinator](#)

**2. Click on "Edit My Sign Up"**

## 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 a Sign Up', 'Log In', and a search icon. Below the navigation bar, a blue banner contains a link to 'Back to SaddleBrooke One Fitness Center - October 19-23. Remember to swipe your Resident ID Card on scanner upon entry.' The main heading is 'Sign Me Up'. Below this, it says 'Sign me up for:'. There is a table with four columns: 'Available Slot', 'Date (mm/dd/yyyy - MST)', 'My Comment', and 'Quantity'. The first row shows '8:00am - 9:30am', 'Fri., 10/16/2020', an empty text box, and a dropdown menu set to '1'. Below the table, there are input fields for 'Name' (split into 'First Name' and 'Last Name'), 'Email' (with placeholder 'Emailaddress.com'), and 'Phone' (with a 'Mobile' dropdown). A link 'Already have a SignUpGenius account? Login' is present. 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 large white arrow points from the 'Cancel' button to a box that says 'Cancel to go to previous screen'. A red arrow points from the 'Delete' button to a box that says 'Delete Sign Up'.

Sign Up Genious Features Pricing More Create a Sign Up Log In

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		1

Name First Name Last Name

Email Emailaddress.com

Already have a SignUpGenius account? Login

Phone Phone Mobile

Terms of Service and Privacy Policy.

Update My Sign Up Delete Cancel

Cancel to go to previous screen

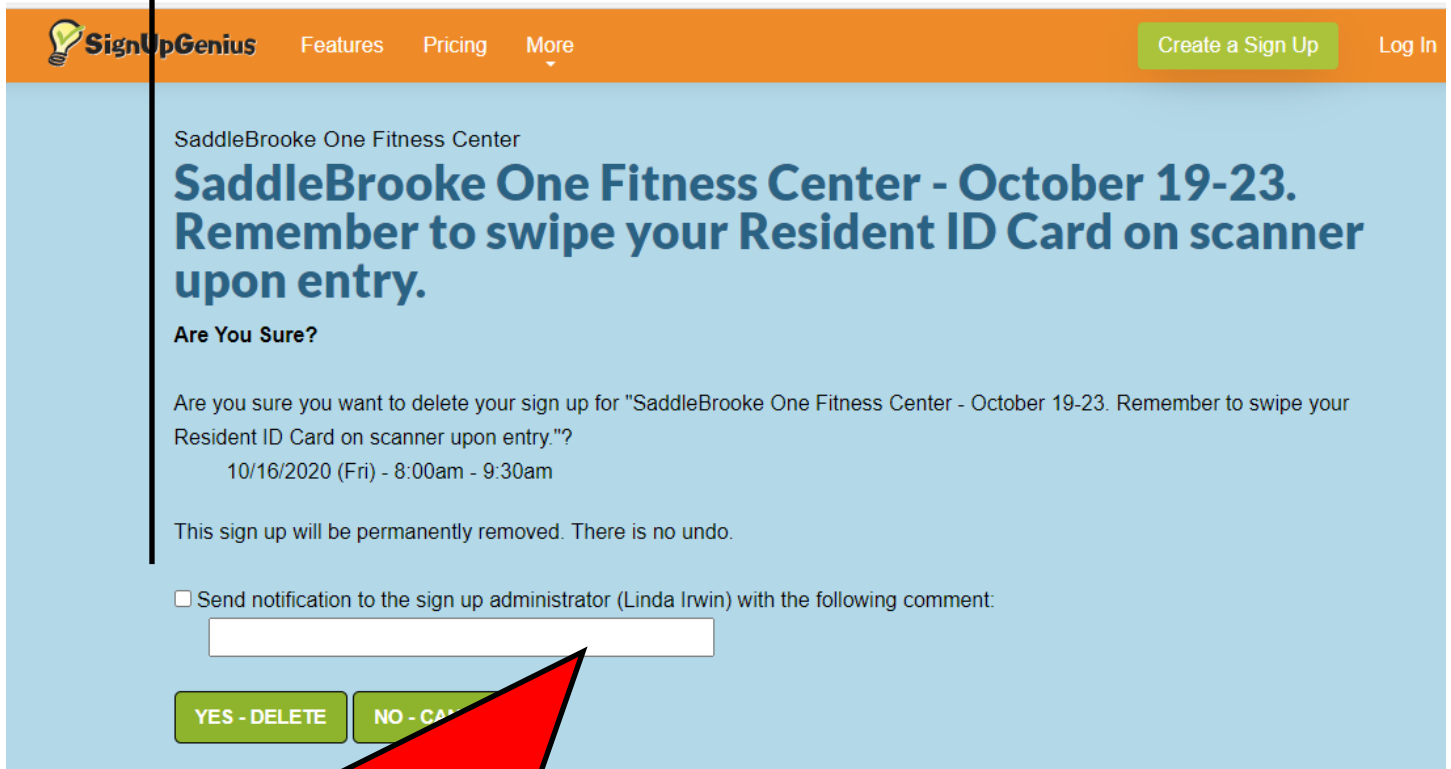
Delete Sign Up

## STEP FOUR

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

## STEP FIVE—Final Step!

**5.** Click tiny box if you'd like to send a comment notification to the administrator. Click on "YES—DELETE" to cancel Sign Up *or* click on "No-Cancel" to go back to the previous screen.



The screenshot shows the SignUpGenius website interface. At the top is an orange navigation bar with the logo, links for Features, Pricing, and More, and buttons for 'Create a Sign Up' and 'Log In'. The main content area has a light blue background. It displays the title 'SaddleBrooke One Fitness Center' and a large heading: 'SaddleBrooke One Fitness Center - October 19-23. Remember to swipe your Resident ID Card on scanner upon entry.' Below this is a section titled 'Are You Sure?' with a confirmation message: '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."?' followed by the date and time '10/16/2020 (Fri) - 8:00am - 9:30am'. A warning states: 'This sign up will be permanently removed. There is no undo.' There is a checkbox labeled 'Send notification to the sign up administrator (Linda Irwin) with the following comment:' and an empty text input field below it. At the bottom are two green buttons: 'YES - DELETE' and 'NO - CANCEL'.

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