Cancelling a Registration for Recreation Center timeslot RSVP's

Need to cancel a timeslot reservation?

1. Login to your account.
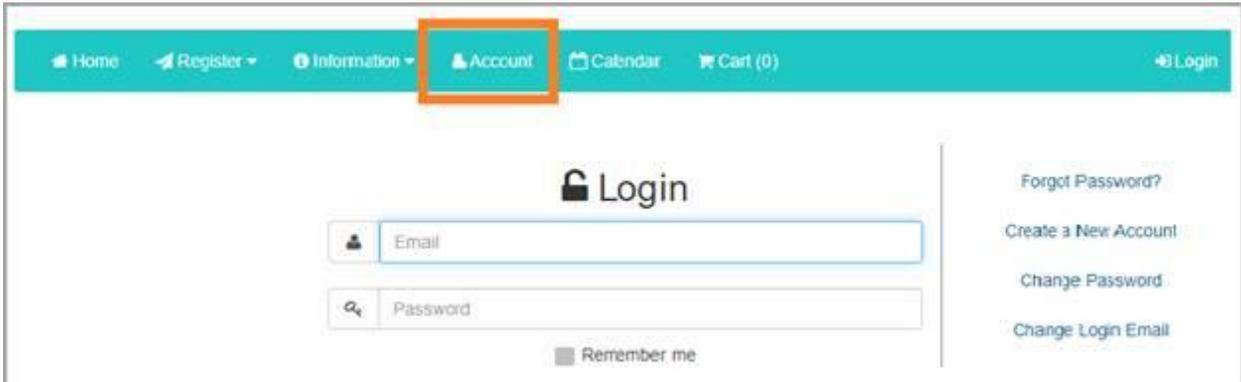
2. Navigate to your **Account** screen and select the **Registered Activities** tab. Below the [**Make A Payment**] button is a user hint how to cancel the registration.

3. Double click on the reservation you would like to cancel.
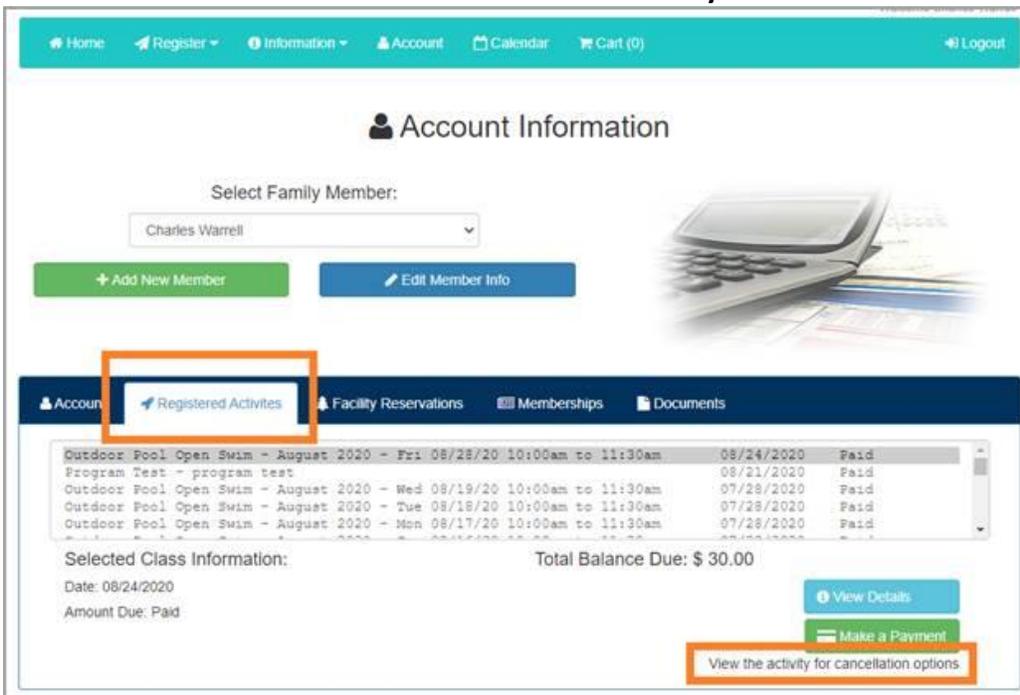
4. From the Registration Information screen, you simply select the **[Cancel Registration]** button to remove the registration. You will get a confirmation screen and once confirmed, the registration will be removed.

Note: If the activity is not cancelable, a message will replace the cancel button indicating the activity is not eligible to be cancelled.
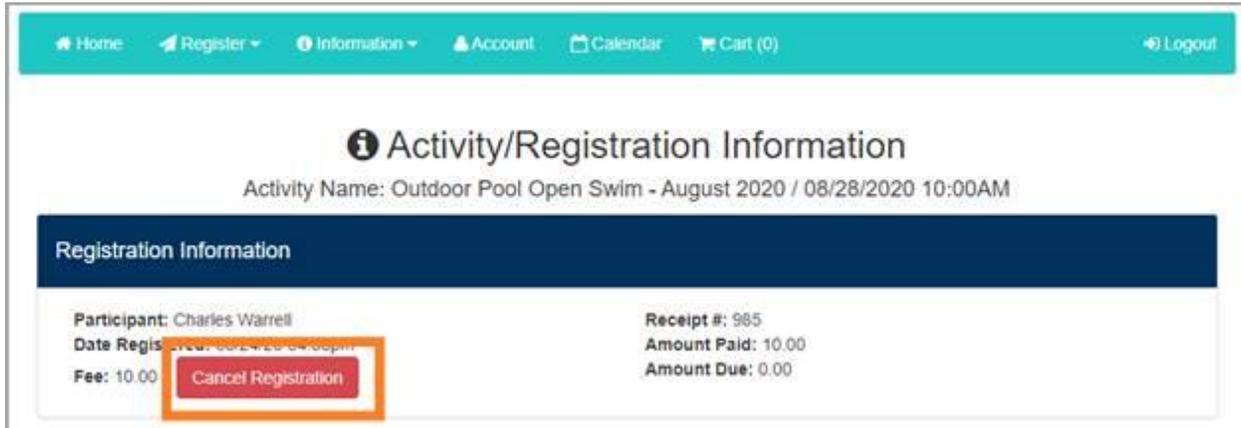
5. Upon cancelling the registration, you will receive an immediate confirmation on the website followed by an email receipt.

If there was a charge for the registration a credit will be placed on your account to use for future registrations.