


# How to Cancel a reservation

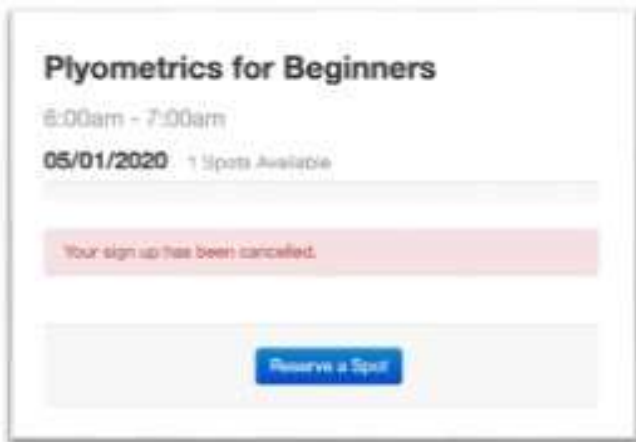
## Cancel Your Reservation

If you cannot make it after you have reserved your spot, be sure to locate the reservation you signed up for in your online schedule and cancel the reservation.

**Step 1:** Locate your online schedule and specifically the class you signed up for.

**Step 2:** Select the reservation icon  or 'Sign Up' by the appropriate class that you would like to cancel your reservation for.

**Step 3:** Select the 'Cancel Reservation' hyperlink to successfully cancel your reservation or waitlist request.



**Step 4:** Confirm cancellation

You will receive a red notice on your screen when your reservation has been cancelled and a confirmation email as well.