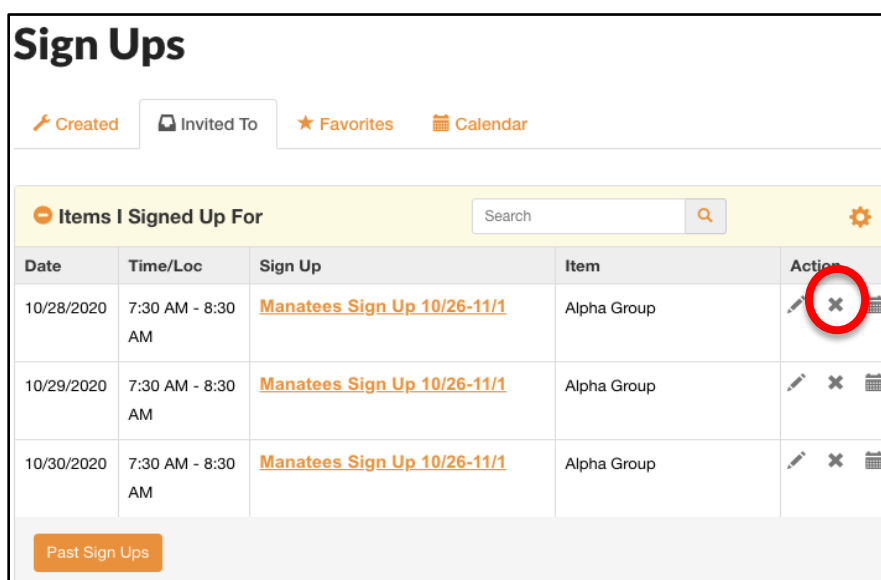











## Three ways to delete (cancel) a swim reservation you've signed up for:

1. This [YouTube video](#) created by a fitness center to teach their members how to delete a signup starting from the email confirmation of the reservation that their members received.
2. Log in to SUG. If you're not on the "Sign Ups" page:
  - a. Click on the circle with your initials in the upper right corner of the page and click on "Sign Ups" just below and to the left
  - b. You'll see a page with the headline "Sign Ups", showing a list of "Items I Signed Up For" -- your swims (see screenshot from my account below this list)
  - c. Click on the little "x" in the Action column to delete a swim
  - d. Confirm that "Yes", you want to delete that swim on the screen that pops up






Date	Time/Loc	Sign Up	Item	Action
10/28/2020	7:30 AM - 8:30 AM	<a href="#">Manatees Sign Up 10/26-11/1</a>	Alpha Group	  
10/29/2020	7:30 AM - 8:30 AM	<a href="#">Manatees Sign Up 10/26-11/1</a>	Alpha Group	  
10/30/2020	7:30 AM - 8:30 AM	<a href="#">Manatees Sign Up 10/26-11/1</a>	Alpha Group	  

Past Sign Ups

3. Log in to SUG and go into the week, as if you were going to sign up for a day
  - a. Go to the day and time you want to cancel
  - b. Underneath where you've already signed up, you'll see three symbols (see in screenshot below my name, Jen Brakeman)
  - c. Click on the "x" to delete that swim
  - d. Confirm that "Yes", you want to delete that swim on the screen that pops up



7:30am-8:30am	Alpha Group (4) Fast - formerly known as lanes 1 & 2	3 of 4 slots filled
		 Jen Brakeman (1)     Michael Jackson (1)  Peter Finney (1) 