

Cancel Registration

Last Modified on 07/13/2023 11:56 am EDT

CANCEL REGISTRATION

1. Find member
 2. Click "Activities"
 3. Click on the row of the activity being cancelled
 4. Click "Cancel" link
 5. Choose cancellation reason from drop down list
 6. Change cancellation date, if needed
 - For programs and other one time fee activities, leave the cancellation date as today
 - For activities with recurring billing, change cancellation date to last day of the member's final billing cycle. Any future sales already created beyond the cancellation date will automatically be reversed.
 7. Leave the Cancel Sales Transactions selection as is unless instructed otherwise
 8. Click "Save"
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