

Cancel Registration

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Cancel Registration

Find Member > Activities > Select Activity > Cancel

1. Find member.
 2. Click **Activities**.
 3. Click on the row of the activity being canceled.
 4. Click the **Cancel** link.
 5. Choose the reason for the cancellation from the drop-down list.
 6. Change the cancellation date if needed.
 - Leave the cancellation date today for programs and other one-time fee activities.
 - For activities with recurring billing, change the cancellation date to the 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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