



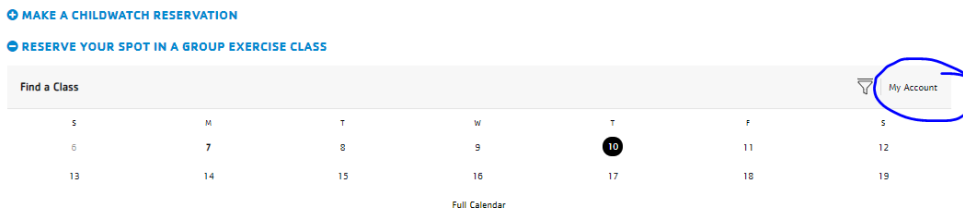
## RESERVATION CANCELLATION INSTRUCTIONS

### What if I need to cancel my reservation?

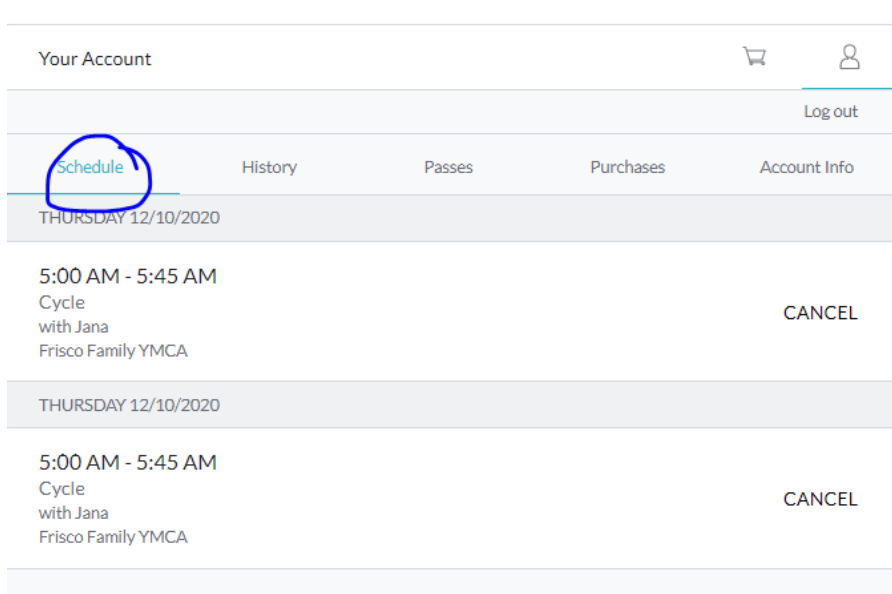
If you need to cancel, please do so as soon as possible to allow other members the opportunity to attend the class. Reservations can be canceled following the same steps for reserving a spot but by choosing CANCEL RESERVATION.

### MINDBODY Web browser (Computer)

1. Click the following link: [ymcadallas.org/reservations](https://ymcadallas.org/reservations)
2. If you are still logged in, Skip to #3. Otherwise, Log In with your User Name and Password.
3. Click the "My Account" option



4. It will default to "Account Info". Click on the "Schedule" tab and you can view all of your reservations.



5. Click "CANCEL" next to the reservation that needs to be cancelled.



## MINDBODY App User (Phone or Tablet)

1. Open the MINDBODY app
2. If you are still logged in, Skip to #3. Otherwise, Log In with your Username and Password.
3. The Home screen will appear.
4. Click on the Profile option in the bottom right-hand corner.
5. All upcoming and past reservations will be shown. The Upcoming Reservations are shown first.
6. Click CANCEL on the class that you will not be attending.
7. A confirmation box will be shown.
8. Click "Cancel Booking" to confirm your choice.

