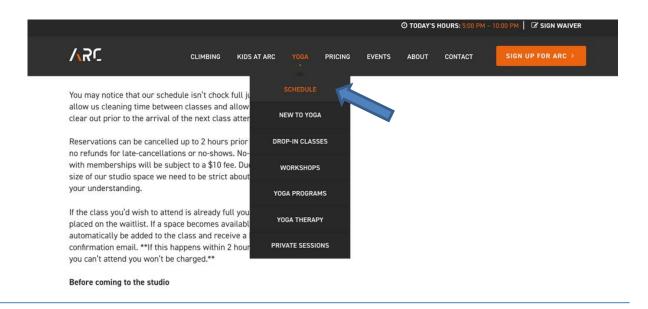
#### How to Cancel a Booking from our Website

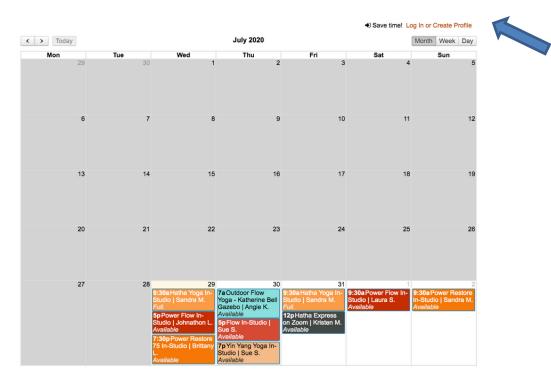
# 1 Go to www.arcclimbing.ca

From the Yoga tab at the top, click on "Schedule" Scroll down to the Calendar.

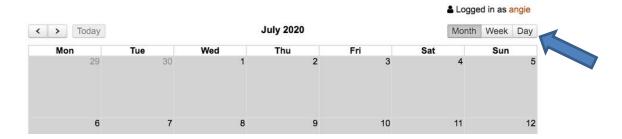


## 2 Click on "Login or create Profile"

Click on "Login or create profile" located in the upper right corner of the calendar.

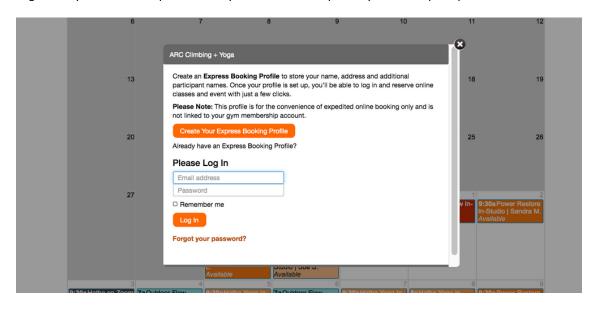


If you already have a website profile and are logged in your name will appear, rather than the "Login or create profile" link. Click on your name.

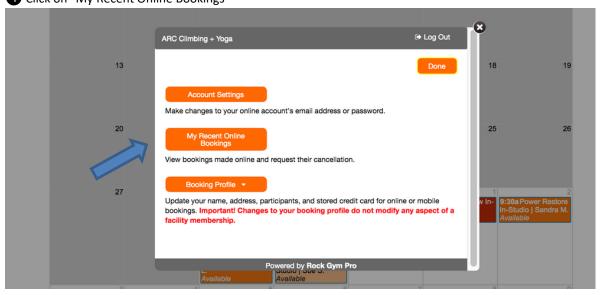


### 3 Login

Login with your email and password. If you do not have a profile you will be prompted to create one.



4 Click on "My Recent Online Bookings"



### **6** Click Cancel

Click "Cancel" under the booking you wish to cancel. The status will change to "cancel pending" until received and changed, then it will change to "cancelled". There is nothing you need to do after this point.

