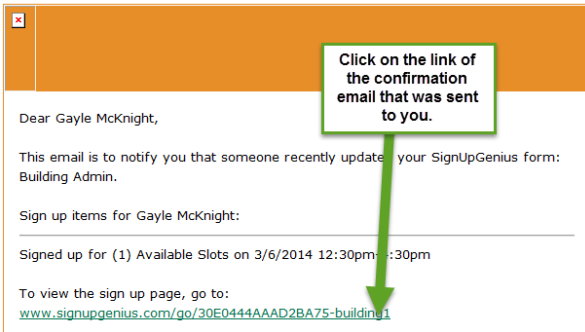


How to Cancel a Registration Using SignUp Genius

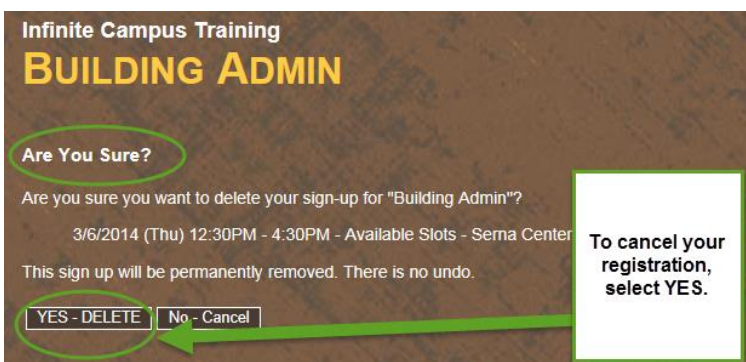
If you have the confirmation email that was sent to you:



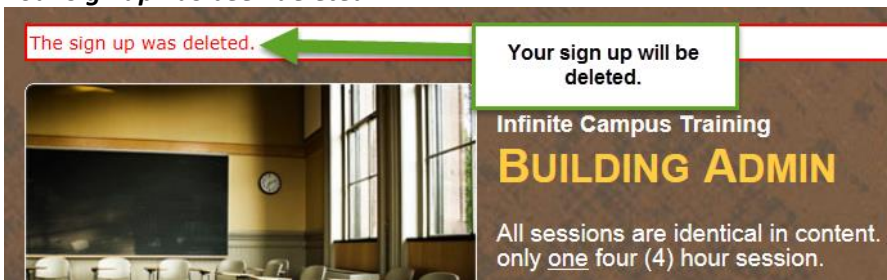
Find the session you registered for and click on the **DELETE** button *or* in some cases it may have "Change my signup."



Confirm your intention to DELETE:



Your sign up has been deleted.



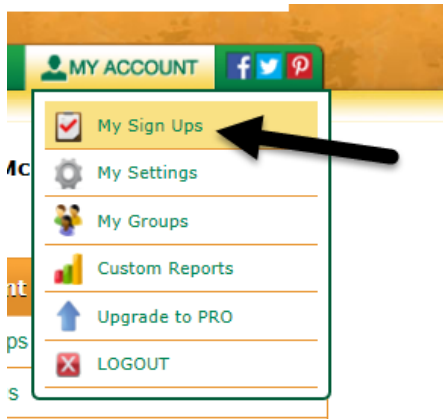
How to Cancel a Registration Using Signup Genius

If you would like to register for another session, go to the link that was emailed to you in the original invitation and register for a different session.

How to Cancel your registration if You Do NOT have the confirmation email that was sent to you:

Go to www.signupgenius.com

Choose "My Sign Ups":



The screen will show you all of the classes you have signed up for. To delete your registration, click on the Red Box of the class you would like to cancel:

My SignUps

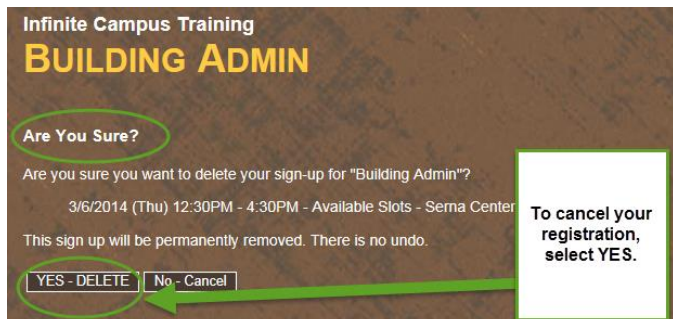
To delete your registration, click on the red X box

View My Calendar

Date	Time/Location	Item	Sign Up	Action
03/05/14	12:30PM - 4:30PM Serna Center, Training Room A	Available Slots	Elementary School Attendance Clerks	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
03/06/14	12:30PM - 4:30PM Serna Center, Training Room A	Available Slots	Building Admin	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
03/12/14	8:00AM - 4:00PM Serna Center, Training Room A	Available Number of Slots	Secondary Academic Management (Middle/High School Counselors)	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

[View archived past items also](#)

Confirm your intention to DELETE:



Your sign up has been deleted.