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

×								
		Click on the link of the confirmation						
De	ar Gayle McKnight,	email that was sent to you.						
This email is to notify you that someone recently update your SignUpGenius form: Building Admin.								
Sig	gn up items for Gayle McKnight:							
Signed up for (1) Available Slots on 3/6/2014 12:30pm :30pm								
To view the sign up page, go to: www.signupgenius.com/go/30E0444AAAD2BA75-building1								

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.



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		Calendar	
🗉 Iter	ns I've Signed Up Fo	F				
<u>Date</u>	Time/Location	Item		<u>Sign Up</u>		rtion
03/05/14	12:30PM - 4:30PM Serna Center, Training Room A	Availabl	e Slots	Elementary School Attenda	ance Clerks	
03/06/14	12:30PM - 4:30PM Serna Center, Training Room A	Availabl	e Slots	<u>Building Admin</u>		
03/12/14	8:00AM - 4:00PM Serna Center, Training Room A	Availabl of Slots	e Number	<u>Secondary Academic Mana</u> <u>School Counselors)</u>	gement (Middle/High	V X 155
		V	/iew archived	l past items also		

Confirm your intention to DELETE:





Your sign up has been deleted.