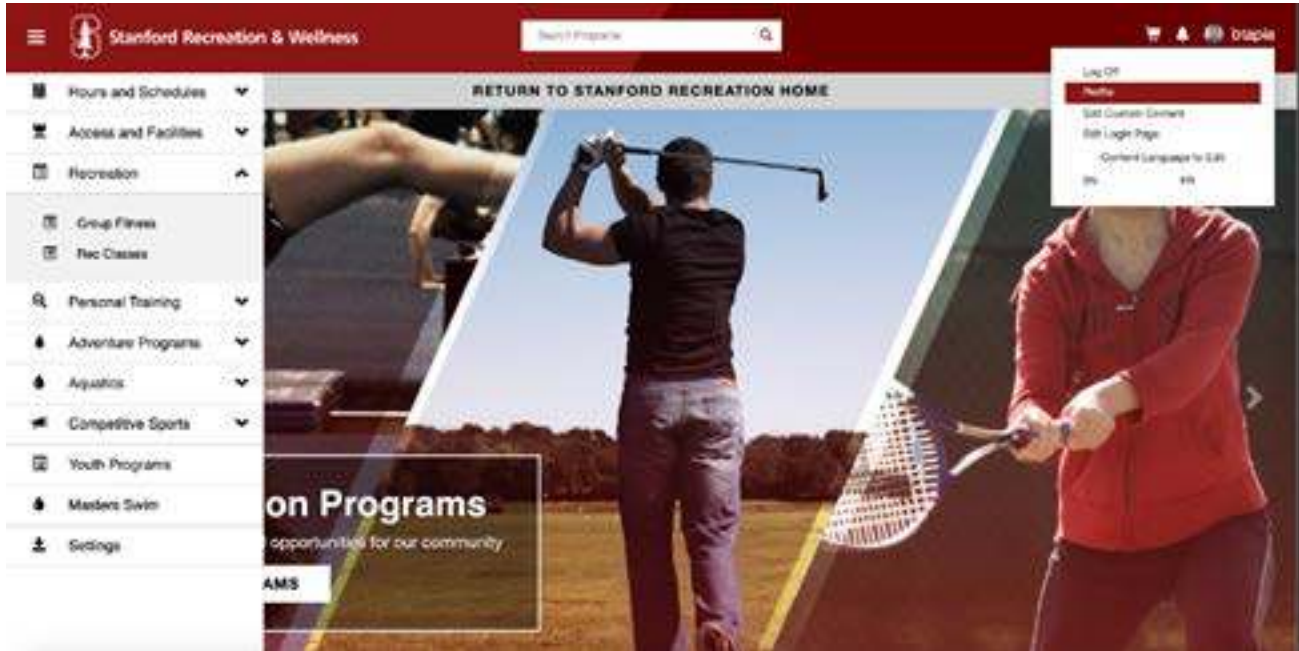


# How to Cancel Registrations for SRWC

## STEP-BY-STEP TUTORIAL

1

Log in at [recwell.stanford.edu](http://recwell.stanford.edu), hover over your username in the top right hand corner and click **'Profile'**



2

Click on **'Programs'**



3

Click on **'Registrations'** to view your reservations

The screenshot shows the 'View Account' page for Stanford Recreation & Wellness. The header includes the logo, 'View Account - Stanford Recreation & Wellness', a search bar for programs, and navigation icons. Below the header is a 'RETURN TO STANFORD RECREATION HOME' link. The main content area is titled 'View Account' and features a sidebar with navigation options: Personal Information, Programs (selected), Reservations, Members, Memberships, Lockers, Equipment, Facilities, Multi-Visit Passes, Order History, and Invoicing. The 'My Program Registrations' section displays a table with the following data:

Customer	Program	Offering	Semesters	Registration Date	Status	Details	Cancel	Print
Bernardo J Tapia	Cardio/ Strength Floor Room 101 Reservations	Mon, Jul 6 2020 7:00 AM to 7:50 AM	n/a	Wed, Jul 1 2020 8:57 PM	Paid	DETAILS	CANCEL	PRINT
Bernardo J Tapia	TEST DO NOT REGISTER	Mon, Sep 18 2019 6:00 PM to 7:00 PM	n/a	Mon, Sep 18 2019 1:26 PM	Paid	DETAILS	CANCEL	PRINT
Bernardo J Tapia	Platinum Pass (Main Campus Only)	Platinum Group Fitness Pass	Fall Quarter - 9/24 - 12/7	Tue, Sep 11 2018 11:00 AM	Paid	DETAILS		PRINT
Bernardo J Tapia	Running - All Levels	Team to Run (T/Th 7:00 - 7:50 AM) with Rachel Averson	Summer Quarter 2019	Tue, Jun 11 2019 9:27 AM	Paid	DETAILS		PRINT

4

Find the reservation you wish to cancel and click **'Cancel'**

This screenshot is identical to the previous one, but with a tooltip overlaid on the 'CANCEL' button for the first reservation. The tooltip text reads: "Available from 7/1/2020 7:00:00 AM to 7/6/2020 7:00:00 AM".