

# How to Cancel a Tutoring Appointment

## Step 1

Go to <http://www.signupgenius.com/> and press the "Login/Join" button.



Find a Sign Up About Us Blog

SignUpGenius

Home How it Works Pricing Resources Help

Create a Sign Up Login / Join

## Group Organizing Made Easy

Create a Sign Up

1. Build a Custom Sign Up Page
2. Invite Your Group
3. People Sign Up Online
4. We Send Reminders

“ I love this service. I have scoured the web for a service like this, and I have found nothing that compares in ease and functionality. ”

CMYC, Carmel, IN




**Step 2**  
Login with your SignUpGenius Email and Password.

## SignUpGenius Login

**Member Login**      **New Member Registration**

Email:

Password:  

Remember me      [Forget your password?](#)

[LOGIN](#)

### Step 3

Under the "Action" section click on the X for the appointment you would like to cancel.

The screenshot shows the SignUpGenius website interface. At the top, there is a navigation bar with the logo and menu items: Home, How it Works, Pricing, Resources, and Help. A banner for "BEGRUDGINGLY" is visible. On the right, there are buttons for "create a Sign Up" and "My Account".

The main content area is titled "Sign Ups" and includes a welcome message: "Welcome, Alexandra Fuerch!". Below this, there are tabs for "Created", "Invited To", "Favorites", and "Calendar".

The "Items I Signed Up For" section contains a table with the following data:

Date	Time/Loc	Sign Up	Item	Action
01/25/2016	12:00 PM - 12:30 PM Learning Commons - Tutoring Center	<a href="#">Tutor 1</a>	Tutoring Session	
01/25/2016	12:30 PM - 1:00 PM Learning Commons - Tutoring Center	<a href="#">Tutor 1</a>	Tutoring Session	
01/25/2016	1:00 PM - 1:30 PM Learning Commons - Tutoring Center	<a href="#">Tutor 1</a>	Tutoring Session	
01/27/2016	12:00 PM - 12:30 PM Learning Commons -	<a href="#">Tutor 1</a>	Tutoring Session	

A large green arrow points from the "Step 3" instruction box to the "X" delete icon in the first row of the table.

On the right side of the page, there is a vertical advertisement for Preparation H, featuring a large number "2" and the text "Find your Power of 2" and "Get your personal relief plan".

**Step 4**

Confirm your cancellation by pressing "YES – DELETE." If you would like, you may leave a comment on why you are canceling your appointment.

The screenshot shows the SignUpGenius website interface. At the top, there is a navigation bar with the SignUpGenius logo, a home icon, and links for 'How it Works', 'Pricing', 'Resources', and 'Help'. On the right side of the navigation bar, there are buttons for 'Create a Sign Up' and 'My Account'. Below the navigation bar, the main content area displays a confirmation dialog for deleting a sign-up for 'Tutor 1'. The dialog includes the following text: '(BIO 117, BIO 213, BIO 214)', 'Tutor 1', 'Are You Sure?', 'Are you sure you want to delete your sign-up for "Tutor 1"?' followed by the details '01/25/2016 (Mon) 12:00PM - 12:30PM EST - Tutoring Session - Learning Commons Tutoring Center'. Below this, it states 'This sign up will be permanently removed. There is no undo.' and 'Notification will be sent to the sign up administrator (NCCC Tutoring) with the following comment:'. There is a text input field for the comment. At the bottom of the dialog, there are two buttons: 'YES - DELETE' and 'NO - CANCEL'. The 'YES - DELETE' button is circled in green. A large green arrow points from the 'Step 4' text box to the 'YES - DELETE' button. On the right side of the page, there is a blue vertical banner with the text 'Find your Power of 2' and an image of a box of tissues.