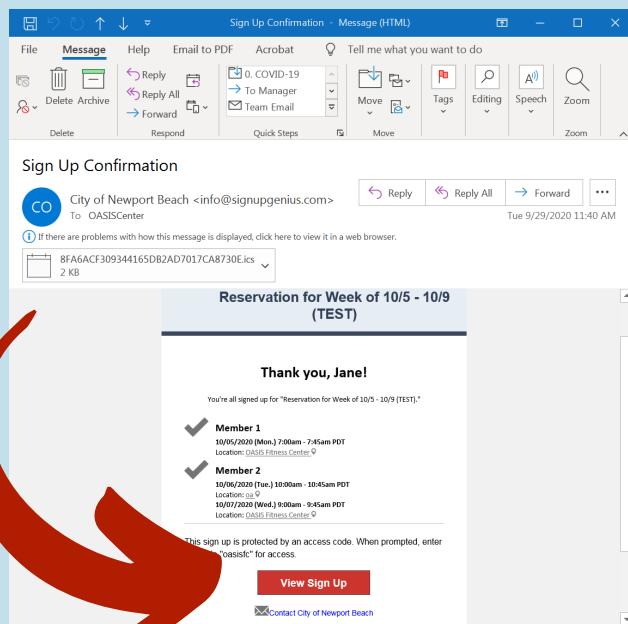


# DELETE/EDIT RESERVATION

If you need to delete or change a reservation you can do so by:

- Follow the prompts listed below
- Call the Fitness Center during hours of operation

**1** • Click the red **View Sign Up** button from your reservation confirmation email.



**2** • You will be directed to the reservation main page, scroll down till you see where it says:

- "Already signed up? You can **change your sign up.**"
- Click on **change your sign up**

Related files:

[OASIS Fitness Center Phase 1 Guidelines.pdf](#) (2.2MB pdf)

Created by: City of Newport Beach

Already signed up? You can [change your sign up.](#)

Date (mm/dd/yyyy)	Location	Time (PDT)	Available Member Slots	Calendar View
10/05/2020 (Mon.)	<a href="#">OASIS Fitness Center</a>	7:00am - 7:45am	Member 1 Member 2 Member 3 Member 4 Member 5 Member 6	Already filled Already filled Already filled Already filled Already filled <a href="#">Sign Up</a>

**3** Click the circle that says:

- I signed up without a SignUpGenius account

\* if you created an account click that option and follow the prompts.



**EXAMPLE/TEST Reservation Only**

Need to make a change to something you signed up for on this sign up?

- I signed up as a SignUpGenius member
- I signed up without a SignUpGenius account
- Someone else signed me up on this sign up

**4** You will then be asked to input the same email that was used to make your reservation. Input and click **Send Me and Email**.



**EXAMPLE/TEST Reservation Only**

Need to make a change to something you signed up for on this sign up?

- I signed up as a SignUpGenius member
- I signed up without a SignUpGenius account

If you signed up without a SignUpGenius account, you have several options for editing your sign up. You can:

1. [Contact the sign up creator](#) and have him/her update your item for you.
2. [Create an account](#) at SignUpGenius using the same email address that you used when you signed up. You will then be able to login and edit your item.
3. Send yourself an email link that will allow you to edit your sign up item.

Enter your email address:

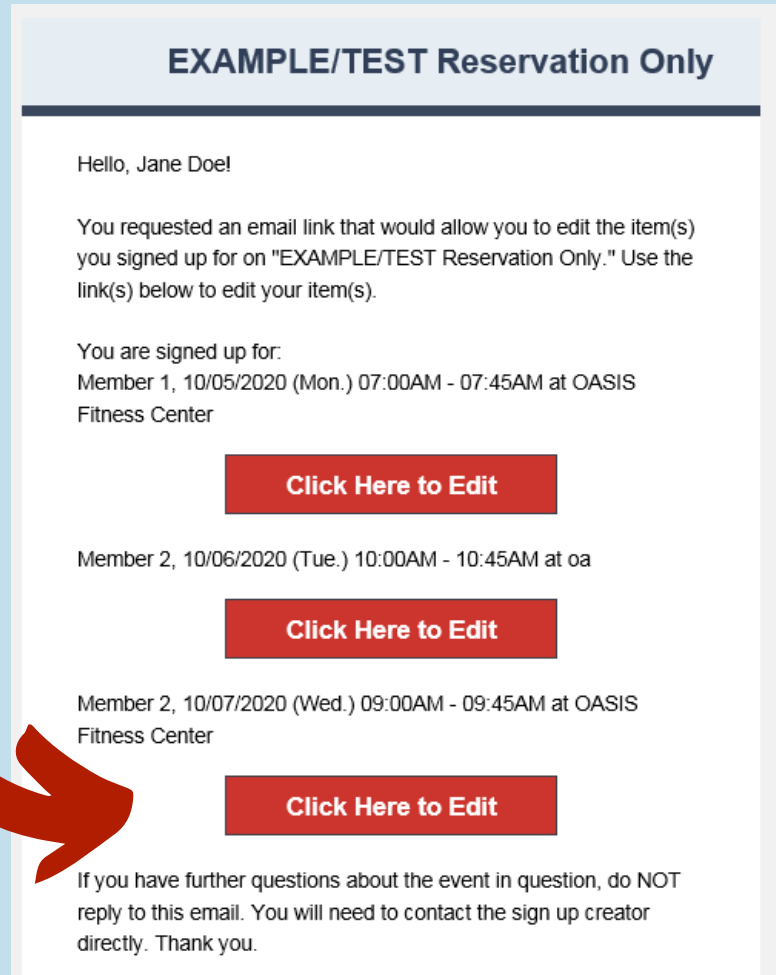
Someone else signed me up on this sign up



**5** An email will be sent that contains a link to edit your sign up. If you do not receive it promptly, check your JUNK folder to make sure it was not accidentally flagged as spam.

# 6.

- Open the e-mail and select the reservation you would like to delete.



# 7.

Confirm you are deleting the correct reservation and then click the **Delete** button at the bottom

If you wish, you may now sign up for an alternative reservation.

### Sign Me Up

Sign me up for:

Available Member Slots	Date (mm/dd/yyyy - PDT)	Comment
Member 1	Mon., 10/05/2020 7:00am - 7:45am	

Name:

Email:

Phone:

Do you agree to the City of Newport Beach Recreation and Senior Services Waiver & Release of Liability?  
 I have read and agree to the City of Newport Beach Recreation and Senior Services Waiver & Release of Liability.

By signing up, you agree to the SignUpGenius [Terms of Service](#) and [Privacy Policy](#).