Online cancellation is available for facility registrations. To cancel your online facility registration, follow these instructions.

**Step 1:** Visit connect.recserv.uiowa.edu

**Step 2:** Select ‘Log In’ in the upper right-hand corner
**Step 3:** Select your username and select ‘profile’.

**Step 4:** Select ‘Bookings’

**Step 5:** Identify which booking you would like to cancel and select ‘Cancel’.
Step 6: Confirm that you want to cancel the registration by selecting ‘Yes, Cancel’.

The booking will be removed from your list.
You can also cancel a registration directly after you sign up.

When you sign up you will see the listing change to ‘booked’.

**Step 1:** Select the three dots located to the right of ‘Booked’.

**Step 2:** Select ‘Cancel Booking’. You will again have to confirm you want to cancel the reservation.