

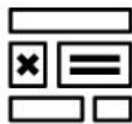
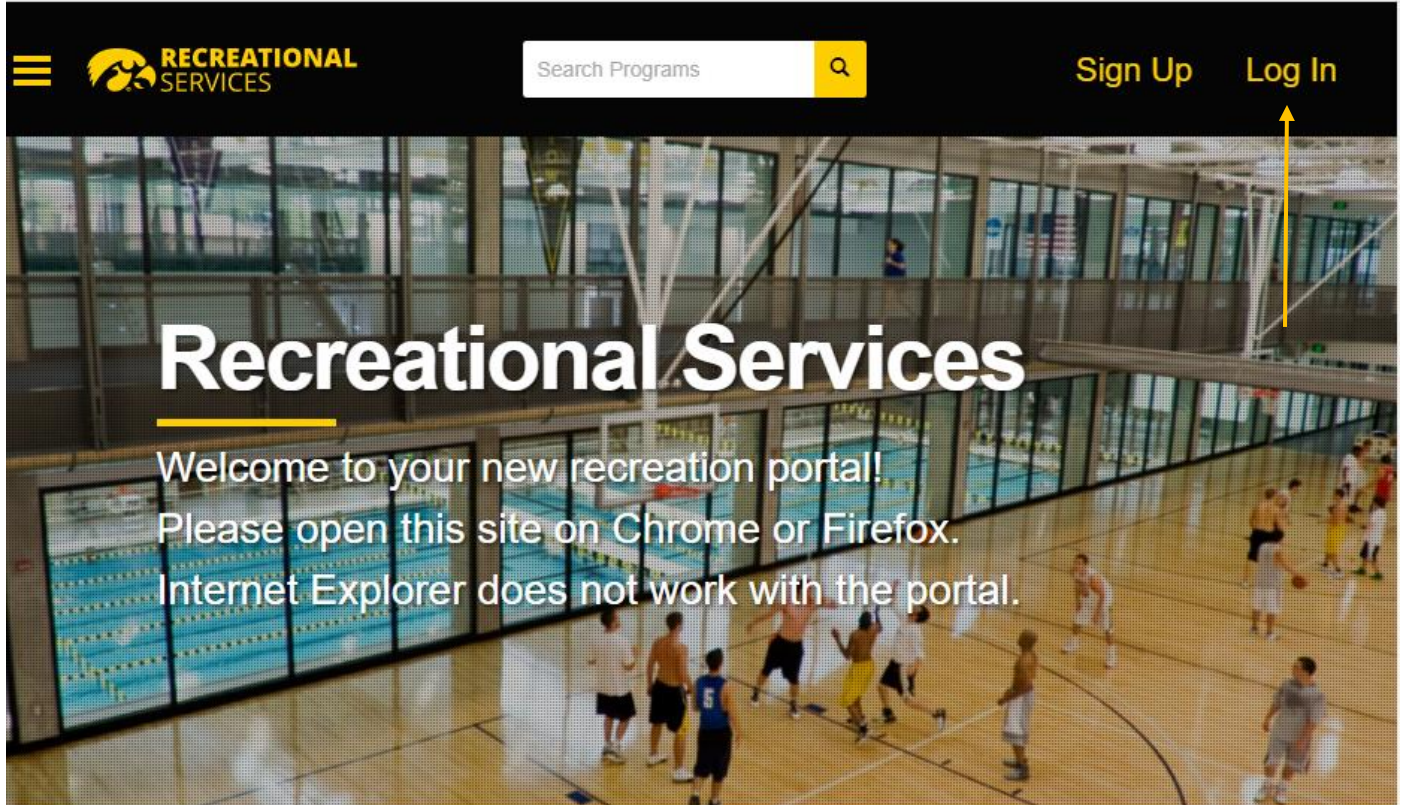
Online Cancellation Instructions

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

Website Instructions

Step 1: Visit connect.recserv.uiowa.edu

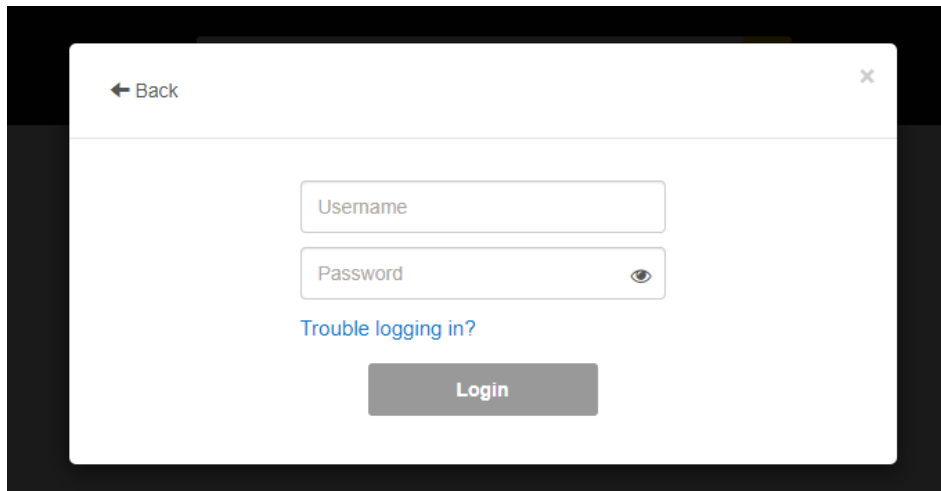
Step 2: Select 'Log In'



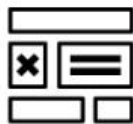
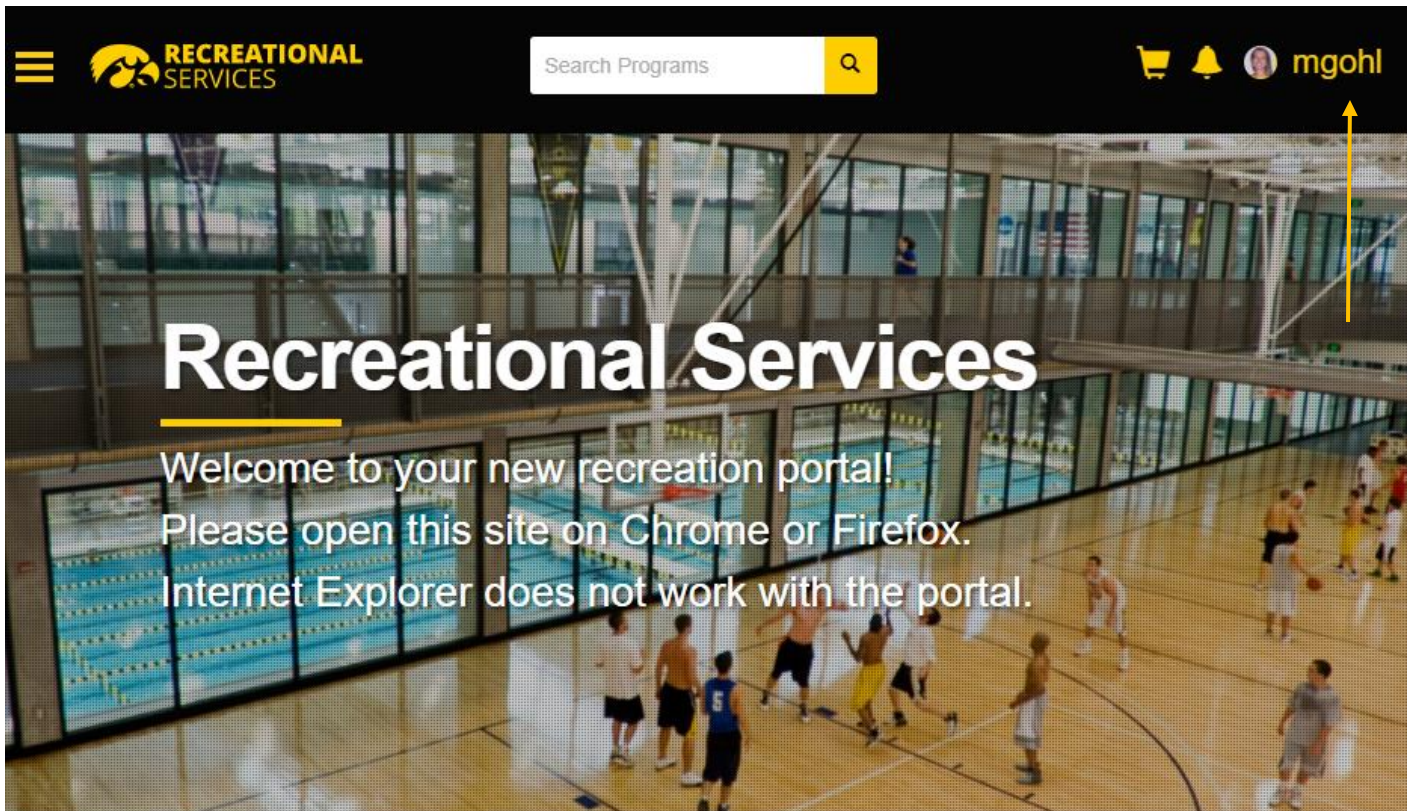
Online Registration

Step 3: Log in using your Account Information.

- If you are a student, faculty, and staff, you will use your HawkID and password to sign into our online registration page.
- If you are a community member, email rec-services@uiowa.edu and we will set up an account for you.

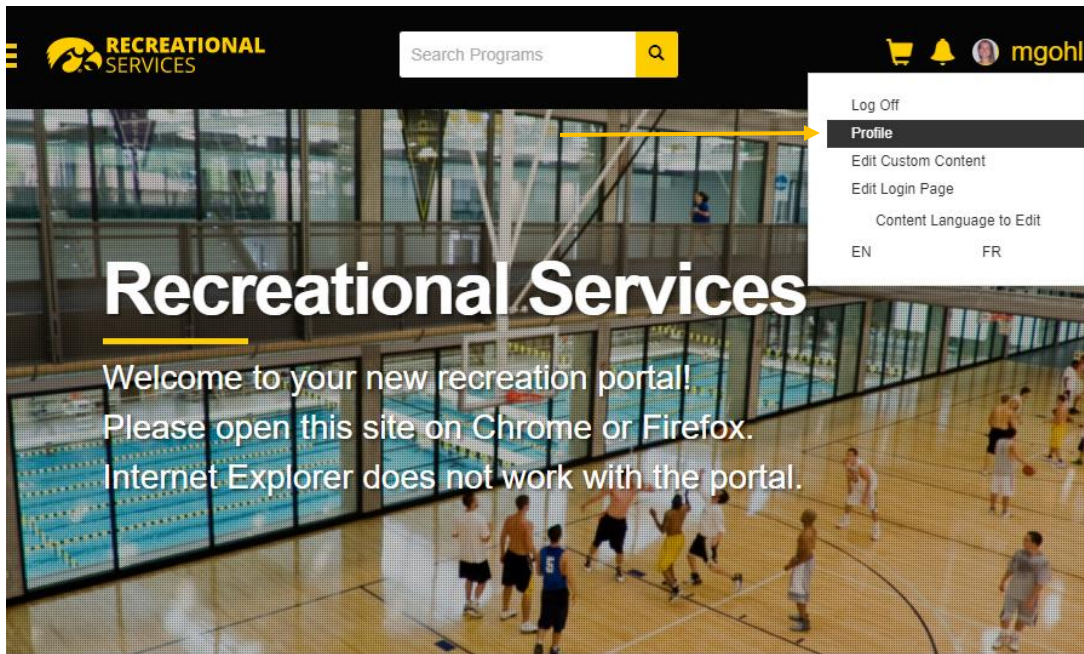


Step 4: Select your username in the upper righthand corner.



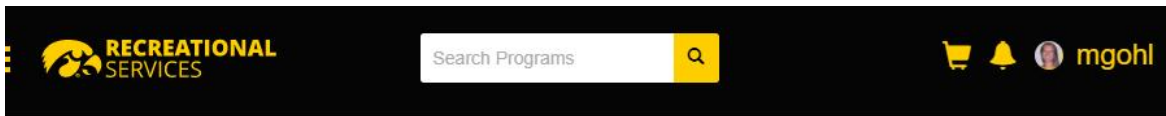
Online Registration

Step 5: Select 'Profile' on the drop down menu.



Online Registration

Step 6: Select Programs on the left column.



View Account

For:

Mallory Valentine

Personal Information

- Programs 5
- Lockers 1
- Equipment 0
- Court Bookings 0
- Facilities 4
- Guest Passes 2
- Multi-Visit Passes 4
- Order History 19
- Towel Services 2

Photo



Personal Information

E-mail OptIn



Submit Opt In Changes

Step 7: Identify which facility registration you would like to cancel and select 'Cancel'. Please note, individuals can only cancel their facility registrations up to 1 minute prior to the time slot. After the time slot has started, individuals will not be able to cancel their registration. In addition, individuals who have registered for a program (for example swim lessons), will not be able to cancel their registration on their own. Those registrations will need to be requested through our [Refund Request Form for Online Purchases](#). Not all requests are granted.

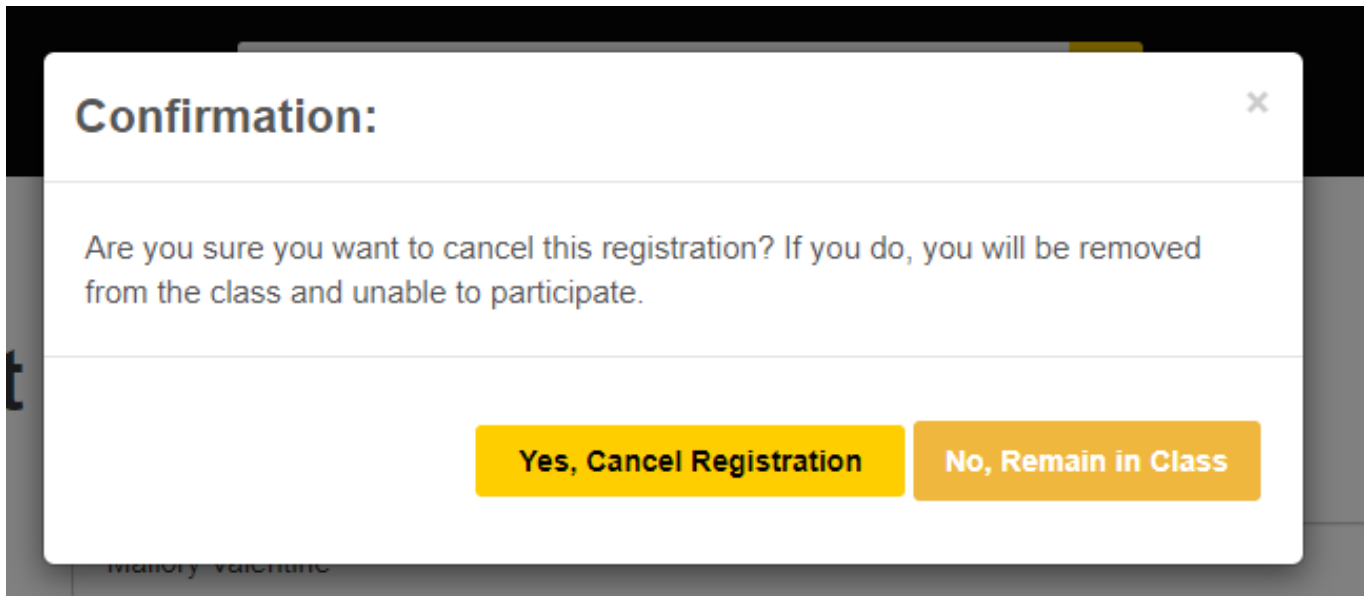
View Account

For:

My Program Registrations

Customer	Program	Offering	Semesters	Registration Date	Status	
Mallory Erin Valentine	Facility Example Program	Wed, Jul 8 2020 2:30 PM to 3:00 PM	n/a	Wed, Jul 8 2020 8:37 AM	Cancelled	Details
Mallory Erin Valentine	Facility Example Program	Thu, Jul 9 2020 8:30 AM to 9:00 AM	n/a	Tue, Jul 7 2020 12:14 PM	Paid	Details Cancel Print
Mallory Erin Valentine	Climbing - Top Rope	8/1/17 to 7/31/18	Spring 2018	Sat, Jan 20 2018 12:49 AM	Paid	Details Print
Mallory Erin Valentine	Rules of Conduct Agreement	8/1/17 to 7/31/18	Spring 2018	Sat, Jan 20 2018 12:49 AM	Paid	Details Print
Mallory Erin Valentine	One Day Tournaments	August 8: 10 & Under (4:30pm - 6:30pm)	Summer 2017	Thu, Apr 13 2017 9:42 AM	Paid	Details Print

Step 8: Confirm cancellation by selecting 'Yes, Cancel Registration'



Upon selection of 'Yes, Cancel Registration', the Program Registration list will update to indicate that your request was cancelled. You will not receive an email confirmation.