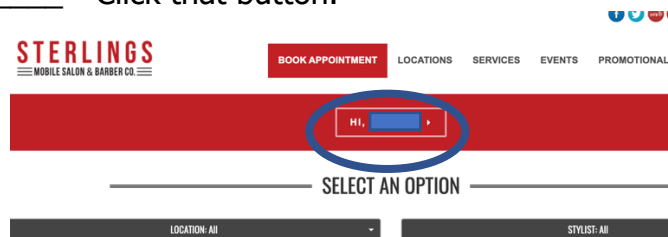


# How to cancel an appointment

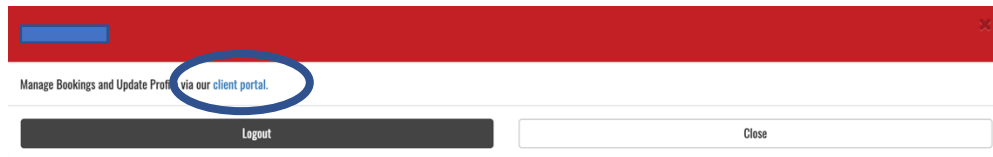
Step 1: Login into the booking system by clicking on the Login/Signup button.



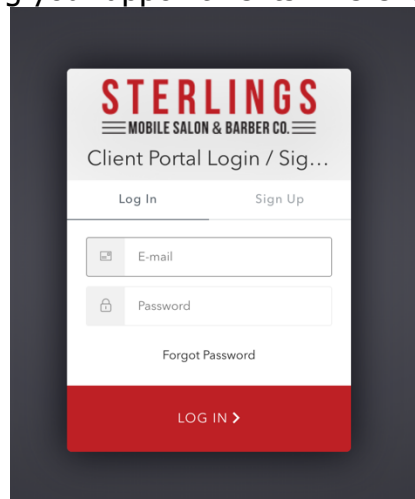
Step 2: Once logged in, you should see the Login/Signup button change to a welcome message, "Hi, \_\_\_\_\_" Click that button.



Step 3: A new pop-up appears providing 3 options. Select the "client portal" link.




Step 4: Another pop-up appears asking you to login again. This login prevents another user from accidentally canceling your appointments. Re-enter your login information.



Step 5: Locate the booking you would like to cancel. You can also see all previous appointments, however only future bookings will have a cancel action to the right.

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Date	Time	Location	Stylist	Services	Status	Actions
Nov 1st 2019	4:30 pm - 5:00 pm	501 W. Broadway (Downtown) - Brick and Mortar Located inside Lobby	Deborah L. - STYLIST	STERLINGS Men's Cut	booked	
Oct 17th 2019	11:00 am - 12:00 pm	3985 Sorrento Valley (Sorrento Valley)	Breanna M. - STYLIST	STELLAR Women's Package	booked	

**Step 6: Confirm cancellation of appointment.**

Are you sure you want to cancel this booking?

NO YES

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Once you click yes, you should see a confirmation message in the bottom right and the screen should refresh and your appointment will be gone.