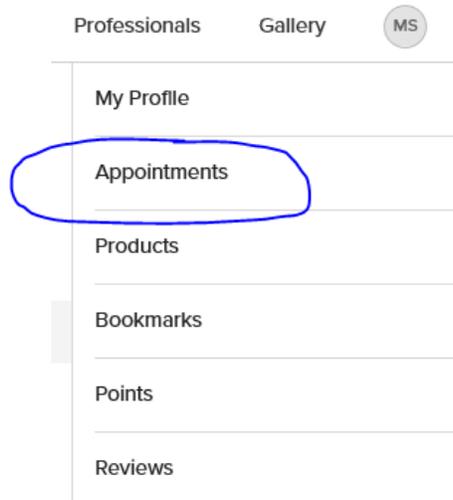


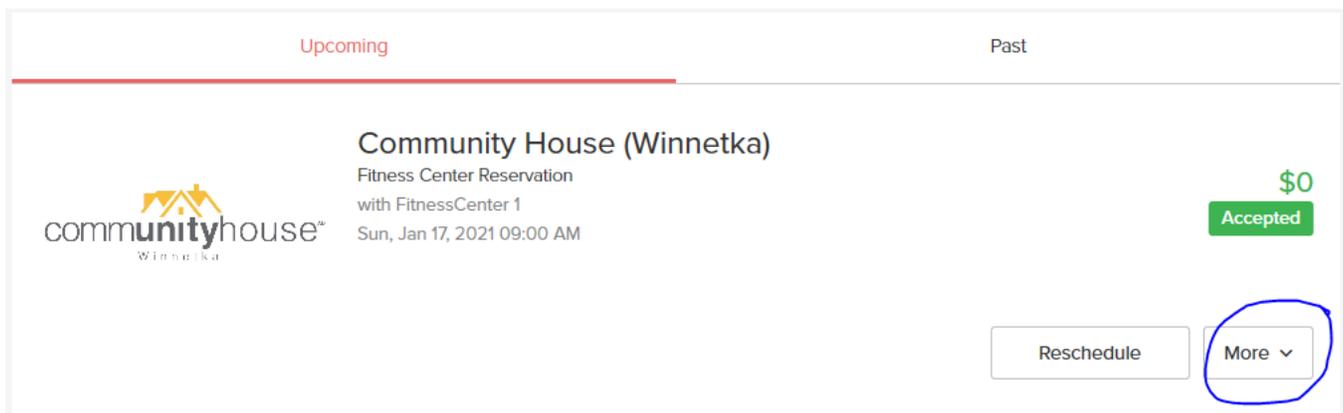


How to Cancel a Reservation – Web Browser

1. Pull up www.vagaro.com/communityhouse on your web browser and log in.
2. Hover over your initials in the upper right corner of your screen and then select appointments:



3. From your list of appointments, go to the one you want to cancel or reschedule. Click the Reschedule button to reschedule. If you need to cancel, select the More dropdown menu (circled below) and choose Cancel Appointment.



4. You will see a pop-up box asking if you are sure you want to cancel. Click OK and that's it – your reservation is cancelled!