

How to Cancel a Reservation – Web Browser

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

	Professionals	Gallery	MS
	My Profile		
$\left(\right)$	Appointments	\sum	
	Products		
	Bookmarks		
	Points		
	Reviews		

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.

Upc	oming	Past
comm unity house"	Community House (Winnetka) Fitness Center Reservation with FitnessCenter 1 Sun, Jan 17, 2021 09:00 AM	\$0 Accepted
		Reschedule More ~

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!