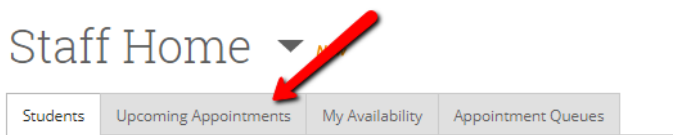
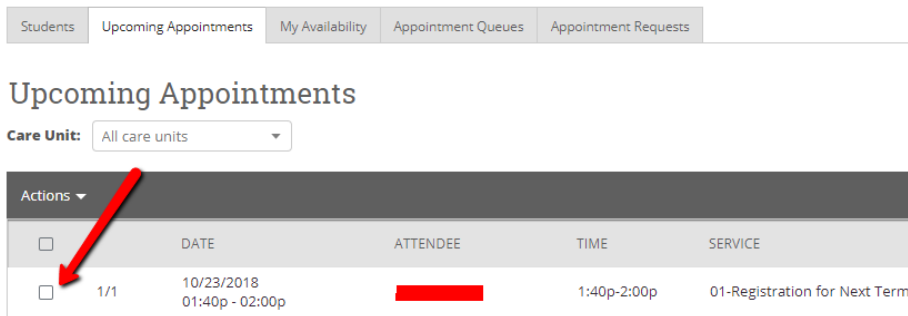


Canceling Appointments

(1) To cancel an appointment, click on the Upcoming Appointments tab.

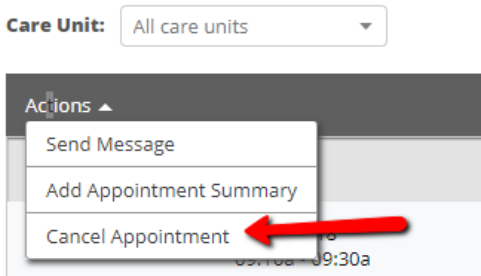


(2) Select the box next to the appointment you want to cancel (note: you may select multiple appointments).



(3) Under Actions, click on the "Cancel Appointment" option.

Upcoming Appointments



(4) Once you select the "Cancel Appointment" action, the Cancel Upcoming Appointment box will open. This communication will be sent to all appointments you are canceling.

- Fill out "Entire Appointment" in the "Cancel Appointment For" dropdown
- Select a Reason for canceling the appointment (note: "Other" is an acceptable reason to use any time you are canceling for any reason)
- Put in a note in comments that will be sent to the student(s)
- Click on Cancel Appointment

