

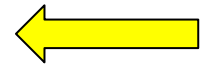
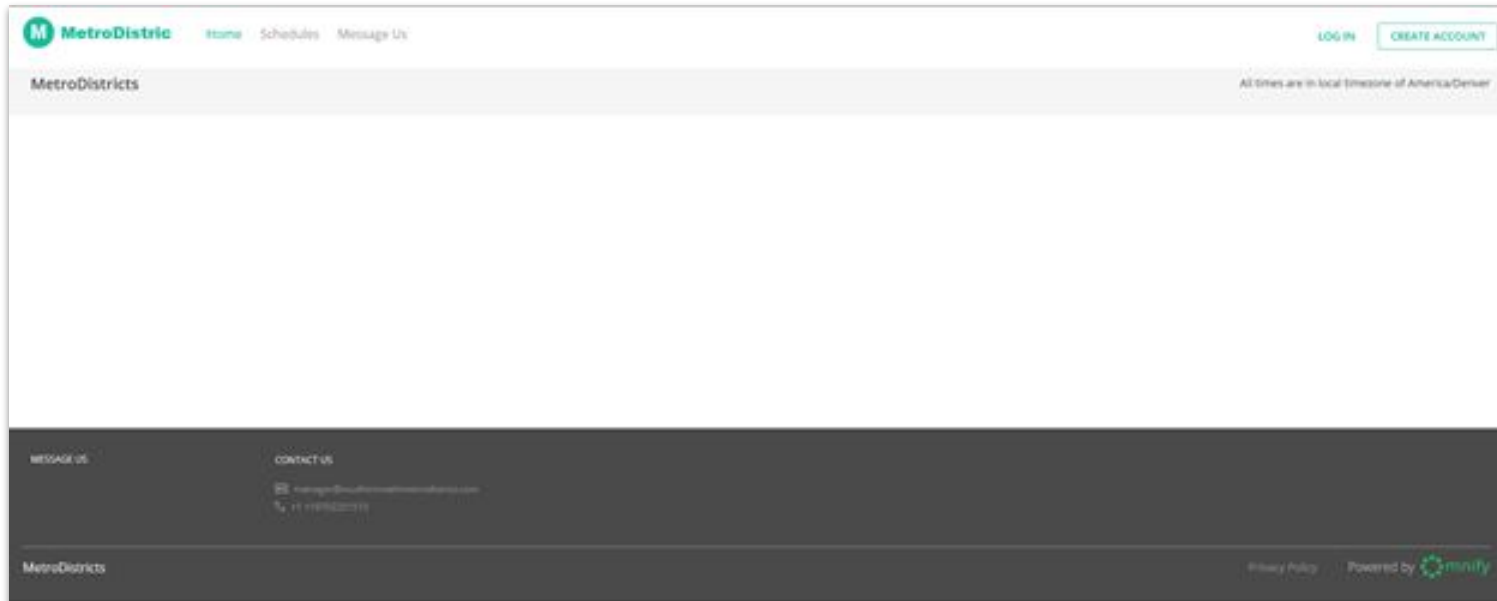
# How to Cancel Slots the Community Pool

Please follow these steps to if you need to  
**cancel** a current reservation

Summer 2020

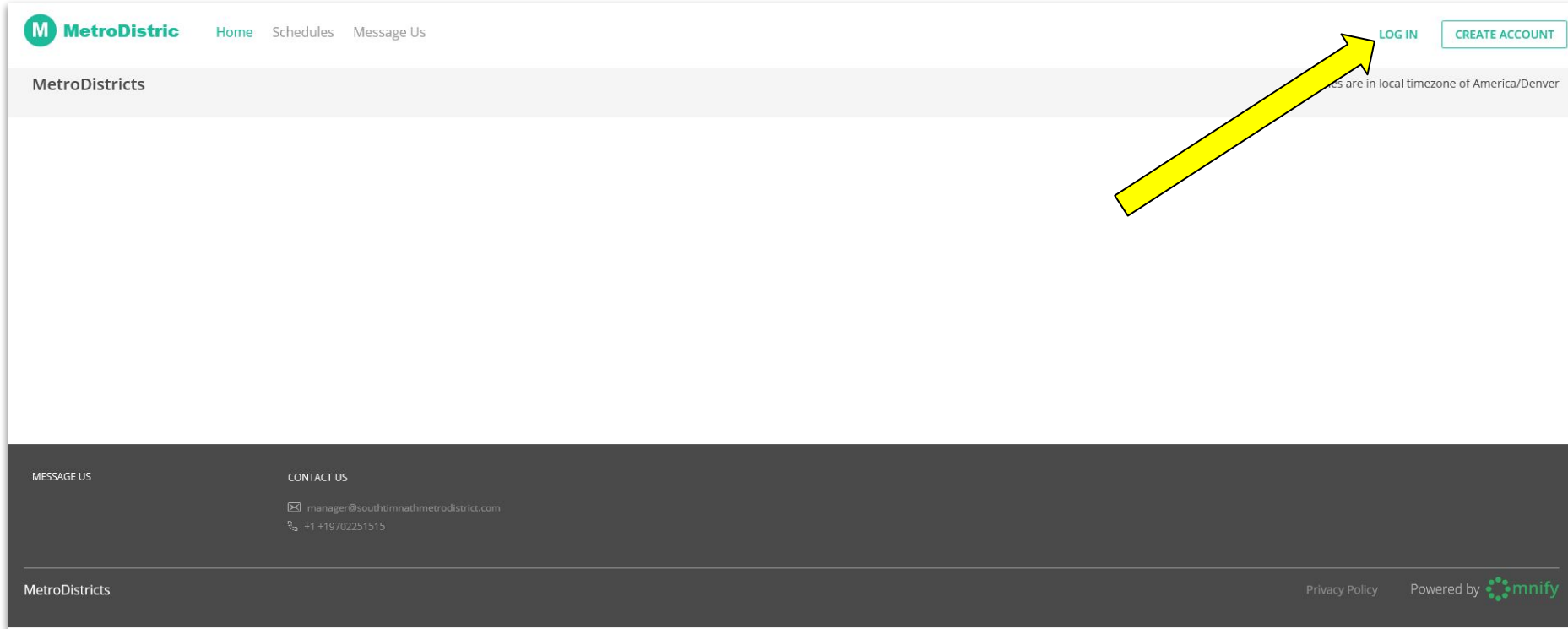
1. Use your Metro District specific URL, and go to the reservation website:

<https://metrodistricts.getomnify.com>



The homepage looks like this. You will see your Metro District logo, here.

## 2. Log into the account you already created.



The screenshot shows the MetroDistricts website interface. At the top left is the MetroDistrict logo, followed by navigation links for Home, Schedules, and Message Us. On the right side of the top navigation bar, there are two buttons: LOG IN and CREATE ACCOUNT. A large yellow arrow points from the bottom right towards the LOG IN button. Below the navigation bar, the text 'MetroDistricts' is visible on the left, and a partial sentence 'es are in local timezone of America/Denver' is visible on the right. The footer contains contact information: MESSAGE US, CONTACT US, an email address (manager@southimnathmetrodistrict.com), and a phone number (+1 19702251515). The bottom right corner features the MetroDistricts logo, a Privacy Policy link, and the text 'Powered by mnify' with the mnify logo.


MetroDistrict Home Schedules Message Us

MetroDistricts es are in local timezone of America/Denver

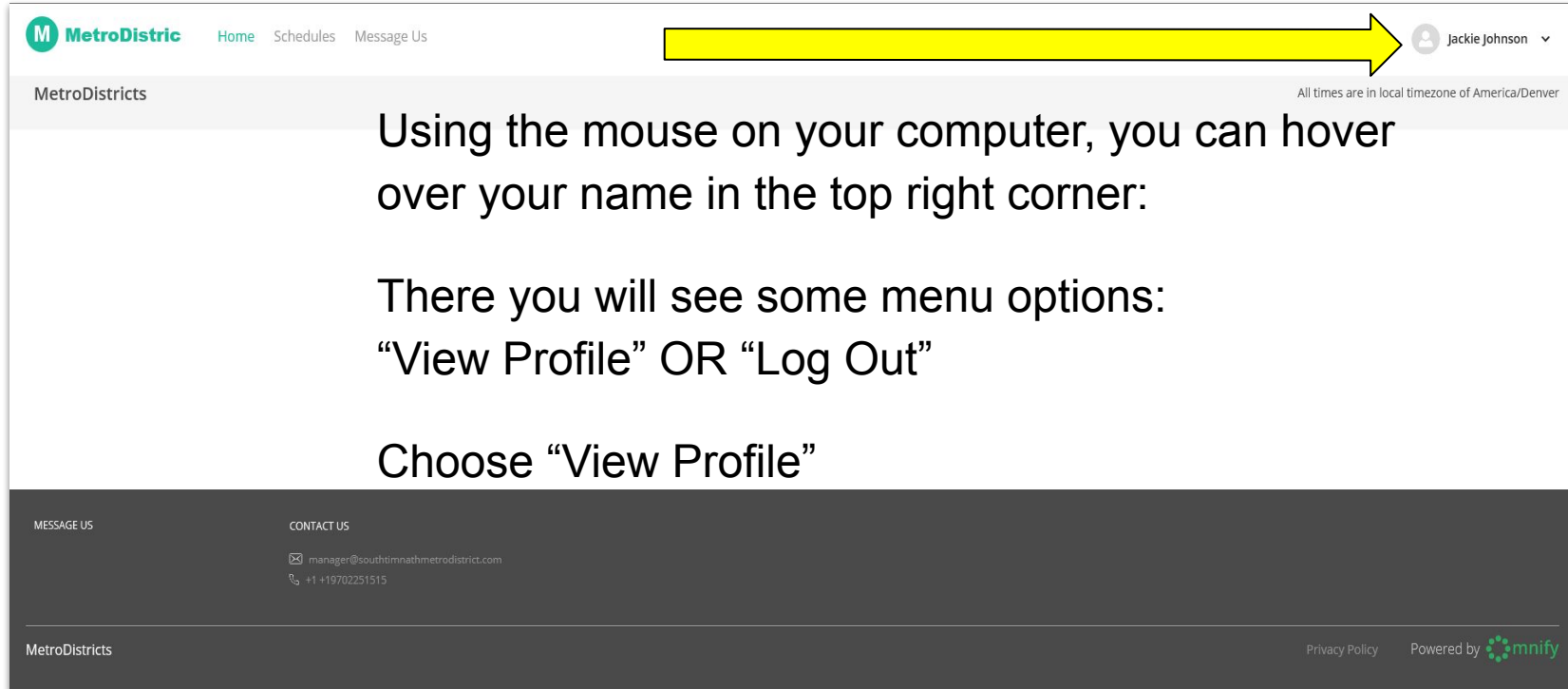
LOG IN CREATE ACCOUNT

MESSAGE US CONTACT US

✉ manager@southimnathmetrodistrict.com  
📞 +1 19702251515

MetroDistricts Privacy Policy Powered by  mnify

### 3. Go into “View Profile”



MetroDistrict Home Schedules Message Us

MetroDistricts Jackie Johnson

All times are in local timezone of America/Denver

Using the mouse on your computer, you can hover over your name in the top right corner:

There you will see some menu options:  
“View Profile” OR “Log Out”

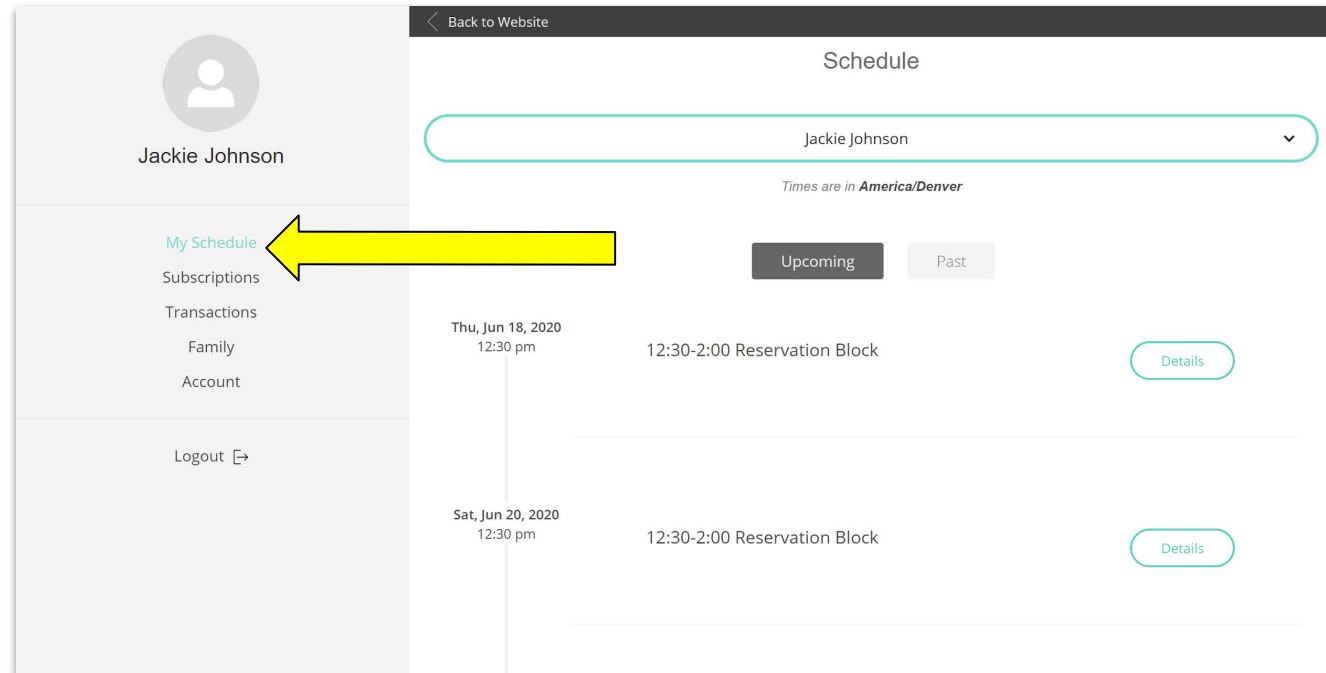
Choose “View Profile”

MESSAGE US CONTACT US  
manager@southtinnathmetrodistrict.com  
+1 19702251515

MetroDistricts Privacy Policy Powered by mnify

4. Once in your account, locate “My Schedule” on the left side of the screen.

Click that option.



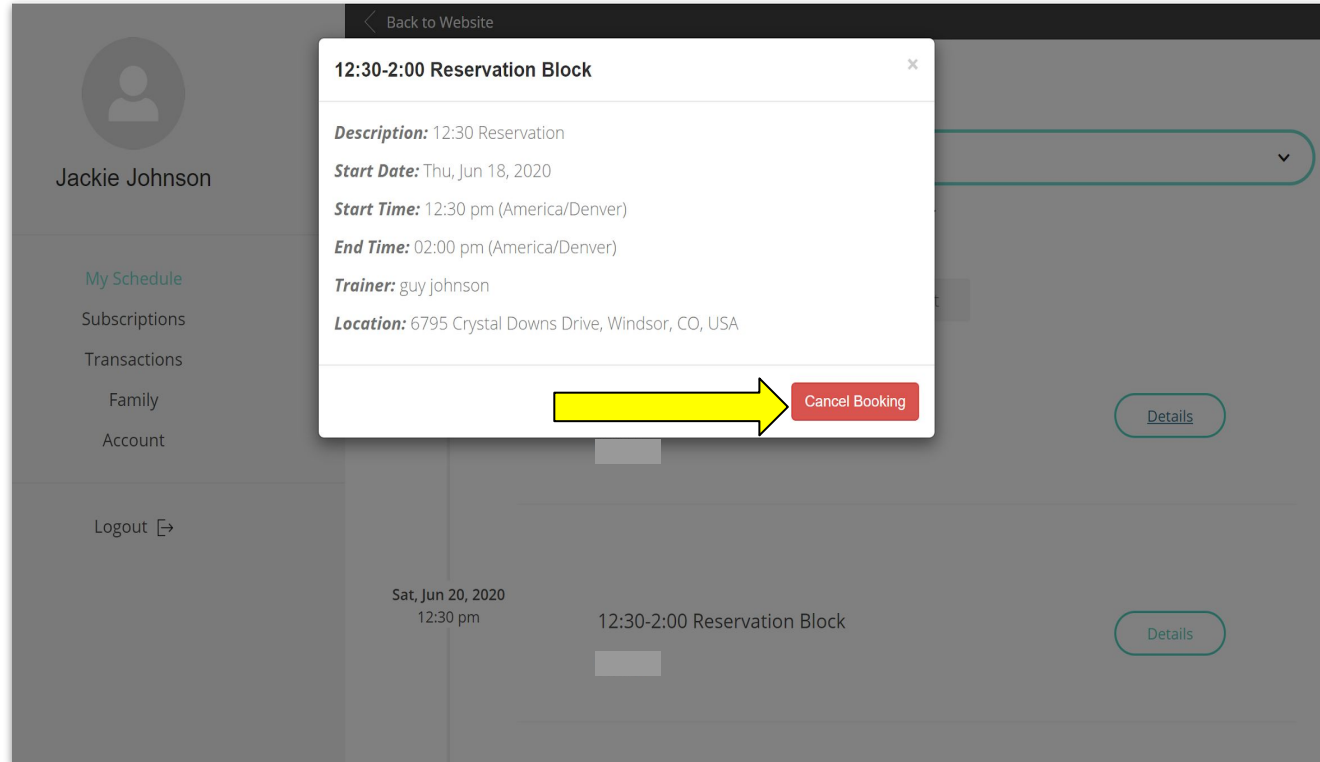
5. From “My Schedule” page, you can click on “Details” of the specific reservation that you want to cancel

The screenshot displays a user interface for a 'My Schedule' page. On the left is a sidebar with a user profile for Jackie Johnson and navigation links: My Schedule (highlighted), Subscriptions, Transactions, Family, Account, and Logout. The main content area is titled 'Schedule' and includes a 'Back to Website' link, a user name dropdown, and a time zone indicator 'Times are in America/Denver'. Two reservation blocks are shown: one for Thursday, June 18, 2020, and another for Saturday, June 20, 2020, both from 12:30 pm to 2:00 pm. A yellow arrow points to the 'Details' button for the first reservation.

Date	Time	Reservation	Action
Thu, Jun 18, 2020	12:30 pm	12:30-2:00 Reservation Block	<a href="#">Details</a>
Sat, Jun 20, 2020	12:30 pm	12:30-2:00 Reservation Block	<a href="#">Details</a>

6. A pop-up box will take you directly to the canceling option.

Choose “Cancel Booking” to cancel that reservation



# The reservation will STILL appear in your “My Schedule” page, but it will indicate “CANCELLED”

The screenshot displays a user interface for a 'My Schedule' page. On the left is a sidebar with the user's name 'Jackie Johnson' and a profile icon. Below the name are links for 'My Schedule', 'Subscriptions', 'Transactions', 'Family', and 'Account'. At the bottom of the sidebar is a 'Logout' button with an external link icon. The main content area has a dark header with a 'Back to Website' link. Below the header, the title 'Schedule' is centered. A search bar contains the name 'Jackie Johnson'. A note states 'Times are in America/Denver'. There are two filter buttons: 'Upcoming' (active) and 'Past'. The schedule is presented as a vertical timeline. The first entry is for 'Thu, Jun 18, 2020' at '12:30 pm', showing a '12:30-2:00 Reservation Block' with a red 'Cancelled' label and a yellow arrow pointing to it. A 'Details' button is to the right. The second entry is for 'Sat, Jun 20, 2020' at '12:30 pm', showing a '12:30-2:00 Reservation Block' with a 'Details' button to the right.

Jackie Johnson

My Schedule

Subscriptions

Transactions

Family

Account

Logout ↗

Back to Website

### Schedule

Jackie Johnson

Times are in *America/Denver*

Upcoming Past

Thu, Jun 18, 2020  
12:30 pm

12:30-2:00 Reservation Block **Cancelled** Details

Sat, Jun 20, 2020  
12:30 pm

12:30-2:00 Reservation Block Details



The Metro District appreciates your patience and grace during this learning curve.

We look forward to being able to have some summer fun at the community center pool!