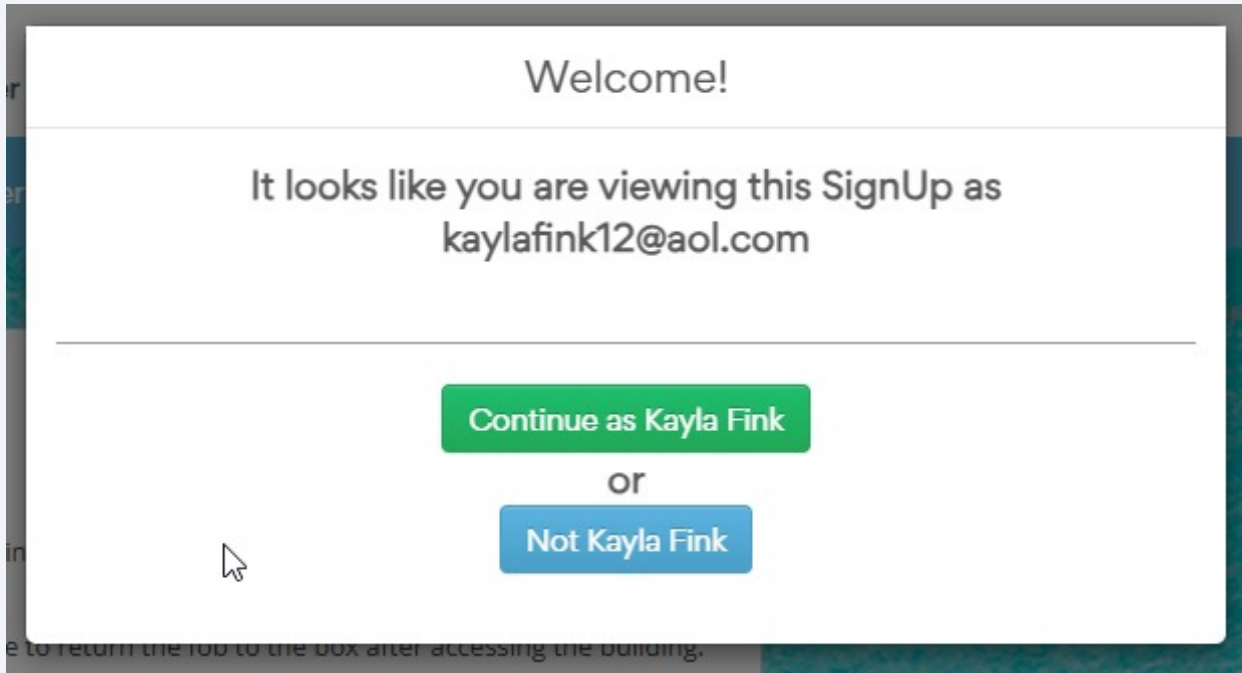


# Canceling your signup spot

1

If you were previous logged in on the device you are viewing the calendar you'll receive this dialog



2

If you are on a different device then you'll go to the spot you are signed up for select sign in and then put in the email that you signed it with

- 2nd No Show - \$15 and floor rental privileges revoked for 6 months  
\* \*This applies to all active and lifetime members as well as instructors  
- You must cancel 4 hours before your rental  
- Visitor logs on tables in each room must be filled out

Rental Slips:  
for accounting and tax purposes the stickers behind the door in the office must be filled out by everyone renting the floor at WDC. Either it needs to be put on an envelope with money or put on a scrap piece of paper. Must include all who attended the rental and what was paid.

- 1st time not filling out - \$5  
- 2nd time not filling out - \$15 and floor rental privileges revoked for 6 months  
\*\* This applies to all active and lifetime members as well as instructors

Every time the building is accessed there is a log that will be checked against SignUp Calendar. If you are using the building and did not rent using SignUp it will be at the board's discretion on next steps.

COMMENTS  
Sign in to comment

SIGNED UP?  
KF Kayla Fink 1 Spot

| Room              | Time            | Capacity | Participants | Action  |
|-------------------|-----------------|----------|--------------|---------|
| Front Room Rental | 1:00pm - 1:45pm | 0 of 1   | (0)          | SIGN UP |
| Back Room Rental  | 2:00pm - 2:45pm | 0 of 1   | (0)          | SIGN UP |
| Front Room Rental | 2:00pm - 2:45pm | 0 of 1   | (0)          | SIGN UP |

https://signup.com/client/invitation2/secure/6219575540111/false

3

Click "My Spots"

You have signed up for a total of 1 spot. Done

1 of 8 Filled

| TIME            | FILLED | PARTICIPANTS | Action   |
|-----------------|--------|--------------|----------|
| 1:00pm - 1:45pm | 1 of 1 | (0) KF       | MY SPOTS |
| 1:00pm - 1:45pm | 0 of 1 | (0)          | SIGN UP  |
| 2:00pm - 2:45pm | 0 of 1 | (0)          | SIGN UP  |
| 2:00pm - 2:45pm | 0 of 1 | (0)          | SIGN UP  |
| 3:00pm - 3:45pm | 0 of 1 | (0)          | SIGN UP  |
| 3:00pm - 3:45pm | 0 of 1 | (0)          | SIGN UP  |
| 3:00pm - 3:45pm | 0 of 1 | (0)          | SIGN UP  |

## 4 Select "remove"

on the remaining information prior to using the building to determine if it is available for your questions or problems. 1-202-2028.

email the day before your rental with the lock box code. Be sure to return the fob to the box after accessing the building, the sign-in sheet located on the table near the door in either room. If a member uses the building with a non-member, it is amber to have the non-member sign a waiver form (located in the office on the wall behind the door). Please put the signed your fees.

's  
bers  
lifetime members are free

Print Spots Add to Outlook/iCal Hide Full Spots Show My Spots

1 of 1 Filled

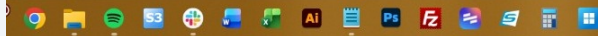
1 of 8 Filled

| TIME            | FILLED | PARTICIPANTS |
|-----------------|--------|--------------|
| 1:00pm - 1:45pm | 1 of 1 | (0) KF       |

MY SPOTS  
Edit Spot  
Remove

nd floor rental privileges revoked for 6 months

575540111/false the members as well as instructors



## 5 Select "yes" on the confirmation of removal

11/false#/invitation

for a total of 1 spot.

Are you sure you want to remove this Participant? X

Remove Kayla Fink from this spot?

No Yes

Add to Outlook/iCal Hide Full Spots Show My Spots

1 of 1 Filled

1 of 8 Filled