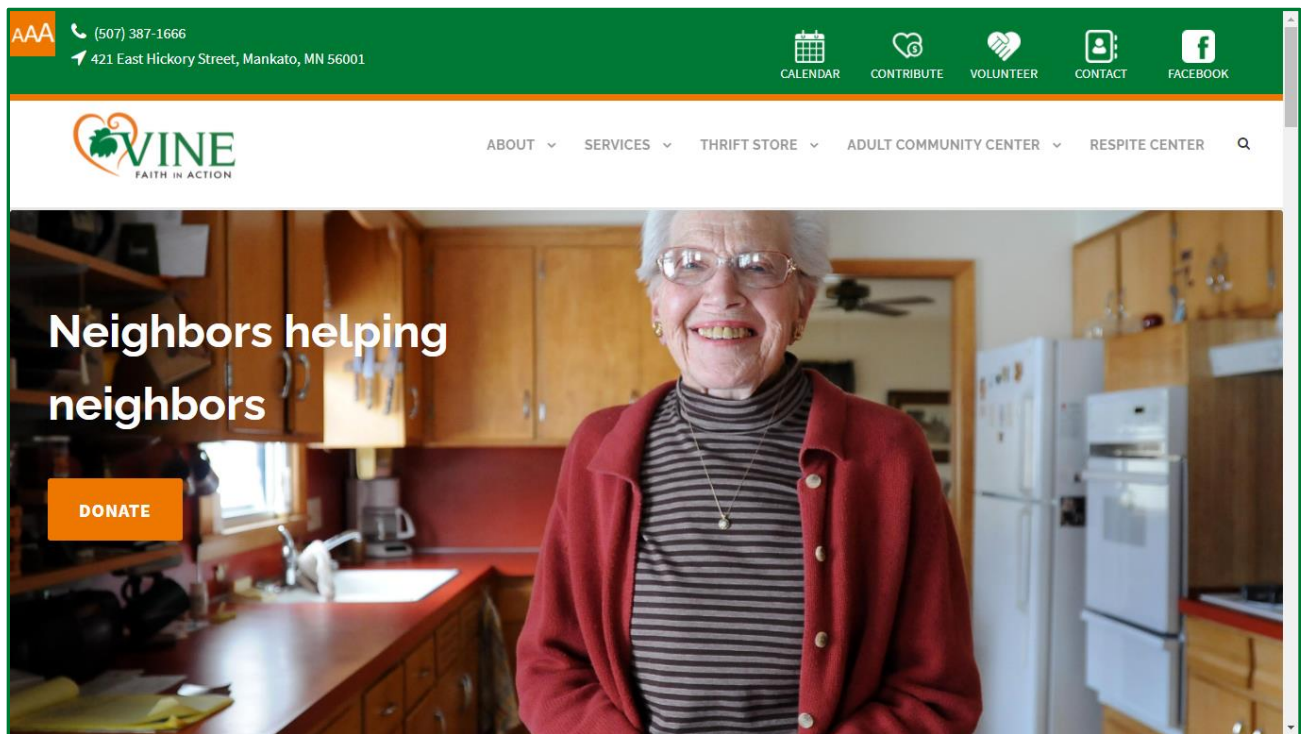
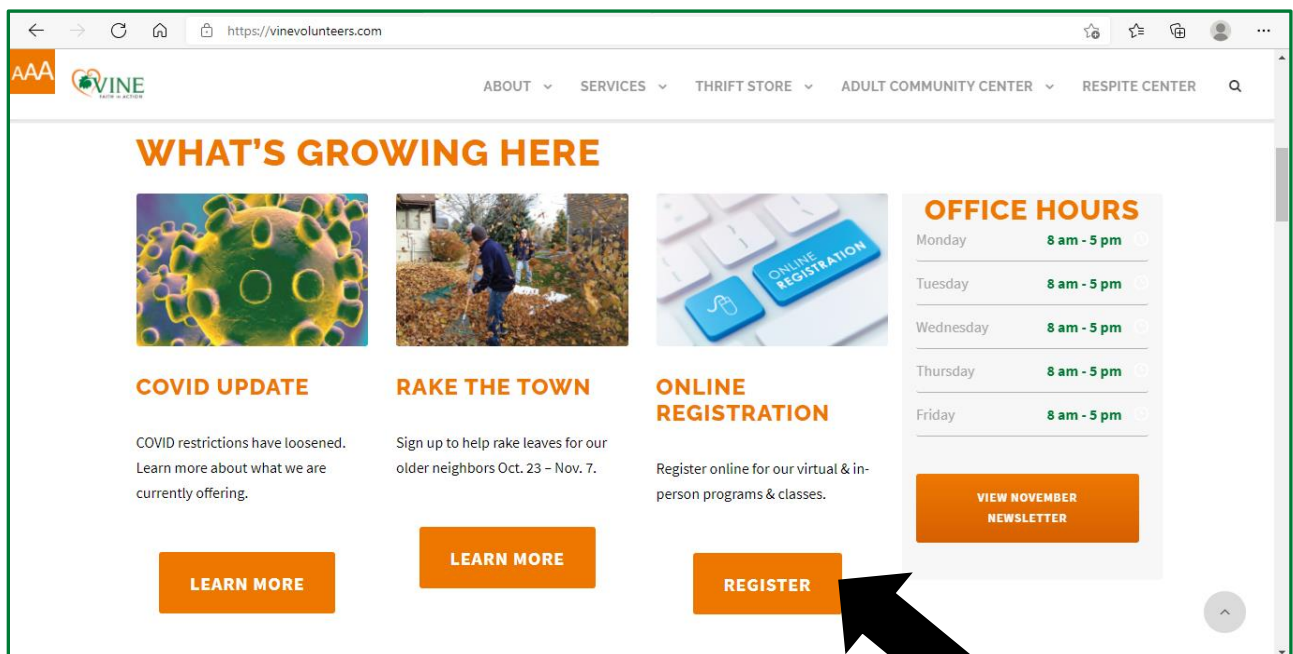


# Cancelling a VINE Event on Schedules Plus

1. Using whatever device, go to [www.vinevolunteers.com](http://www.vinevolunteers.com)



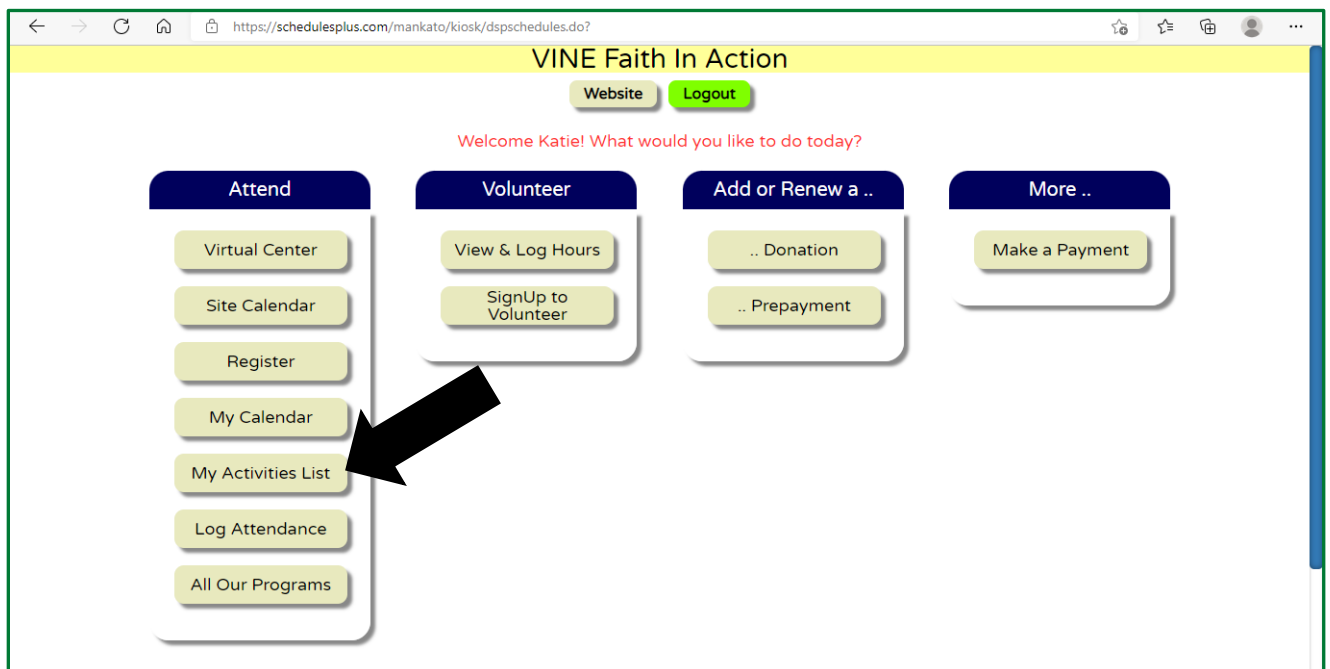
2. Scroll down to find ONLINE REGISTRATION and click the 'Register' button.



3. Enter your phone number, click the green 'Search' button, and select your name.



4. Click the 'My Activities List' button on left side of the screen.



- In the list of upcoming events that you are registered for, click the red 'Cancel' button for the event you want to cancel.

**\*If you do not have an email address on file with VINE, the option to cancel will not appear. Please call VINE at (507) 387-1666 to add an email address.**

The screenshot shows the 'VINE Faith In Action' interface. At the top, there are navigation buttons: Back, Home, Calendar, and Logout. Below this, it says 'UPCOMING PROGRAMS for Katie S' and 'Shows Activities coming up (over next 6 months)'. There are buttons for 'View History (before 11/09 11:39am)', 'View Catalog Items', and 'My Calendar'. A table lists activities with columns for Date/Time, Activity, Activity Status, Participant Status, and Payment Status.

Date/Time	Activity	Activity Status	Participant Status	Payment Status
11/09/21 10:45am-11:45am	Pilates	Active	*CANCELLED	
11/09/21 1:00pm-2:00pm	PALS	Active	*CANCELLED	
11/11/21 9:30am-10:30am	Zumba	Active	*CANCELLED	
11/12/21 10:00am-11:00am	Gentle Yoga	Active	*CANCELLED	
11/12/21 11:15am-12:15pm	Zumba PaRTY!	Active	*CANCELLED	
11/22/21 9:30am-10:15am	Aqua Zumba	Active	CONFIRMED	

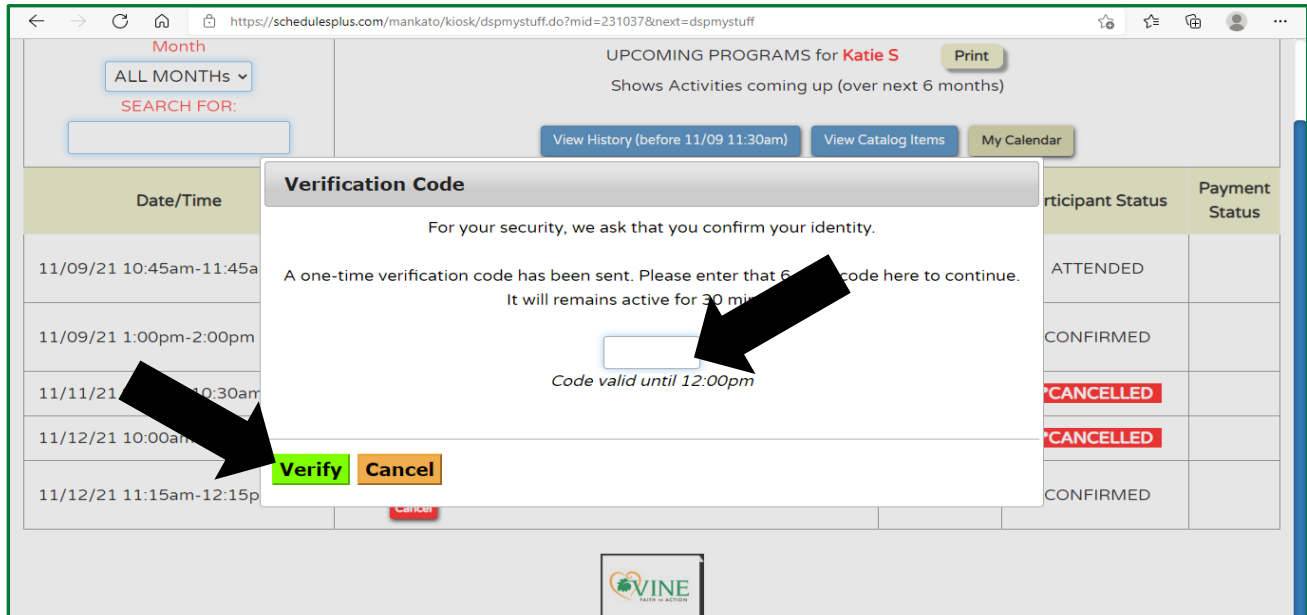
- A verification code will be sent to the email address on file for Schedules Plus. Click the green 'EMAIL' button to send a verification code.

**\*If you wish to make several cancellations at once, a verification code will be required for the first event cancellation only; subsequent cancellations can be made with one click.**

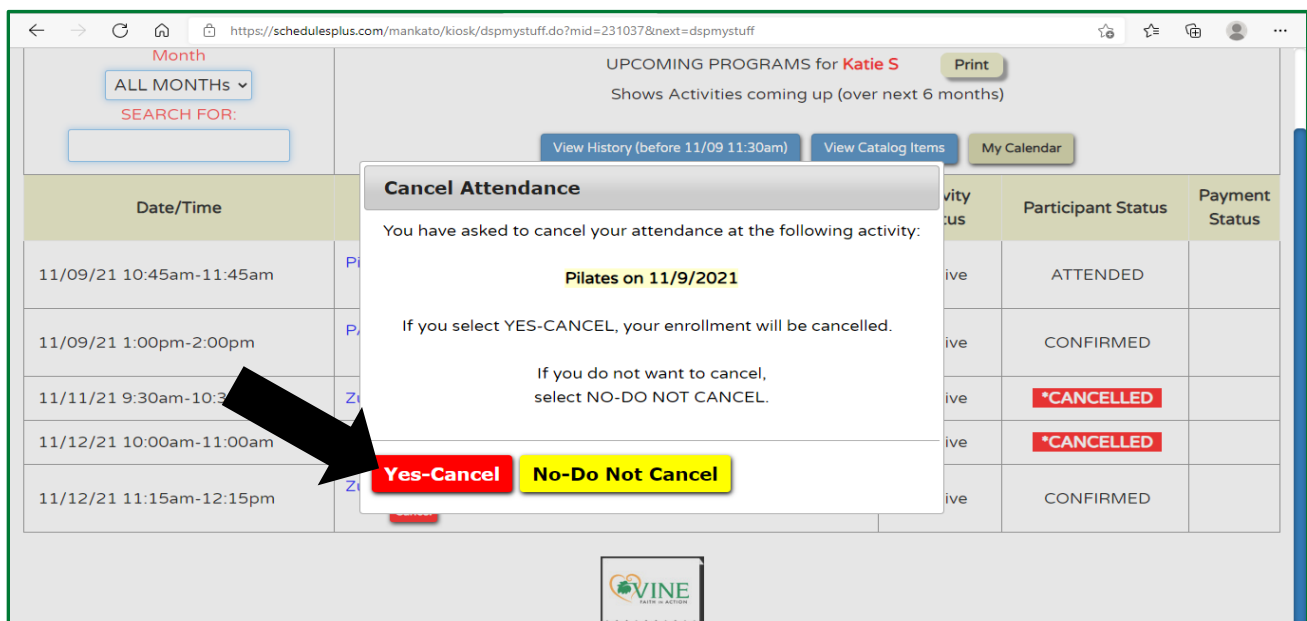
The screenshot shows the same 'VINE Faith In Action' interface as above, but with a 'Verification Code' dialog box overlaid. The dialog contains the text: 'To secure this transaction, we ask that you confirm your identity using a verification code. Please select where you would like to send this code.' Below this text is a green button labeled 'EMAIL ... kat\*\*\*ers.com' and an orange 'Cancel' button. A black arrow points to the green button.

7. Log into your email to find the verification code, and enter the code into the box provided. Click the green 'Verify' button once you have entered the code.

**\*The verification code will expire after 30 minutes.**



8. Check that the class and date listed are correct for the class you wish to cancel. If it is correct, click the red 'Yes-Cancel' button to confirm the cancellation.



**Your event should now be CANCELLED.**

If the event does not show a **\*CANCELLED\*** status, please give VINE a call at (507) 387-1666 to receive help.