# Online Withdrawal Registered Drop-in Programs

### 1 Login to Your Account

Signue

Start by logging into your Xplor Recreation Account.

#### 2 Select the Participant's Name

Client List	
Add Family Member	
Photo †	Full Name Simple
	Jane Smith
	John Smith
	Bobby Smith
	Lisa Smith

Click on the registered participant's name you are looking to withdraw from the program.

<sup>3</sup> Go to Schedules



Scroll down and open the section titled 'Schedules'. Click on the link 'Switch to List View'.

#### 4 Click on Actions

Switch to Calendar	View					
Activity Type: Activi	ties 🗸 Sh	ow: Current & Future				
lame	Days		Time	Staff	Action	
Basketball Drop In (18	February 05,2	2025	06:45 PM - 08:45 PM		Action	-
					Withdraw	andar

Click on 'Actions' beside the program you are looking to withdraw from. Click on 'Withdraw'.



Withdraw from Basketball Drop In (18+)	
Withdraw all future sessions	
All unpaid future invoices will be forfeited	
You are about to withdraw from Basketball Drop In (1	8+)
Cancel	Withdraw

Click on 'Withdraw' in the withdrawal confirmation screen. You will be refunded back the way that you paid.

## 6 Withdrawal Complete!

	Withdr	awal Confirmatio
XIN	2585 King Road, King City, ON L78	1A1 Tel. 905-833-532
Jane Smith		
Basketball Drop In (18+) (00	024159)	
Location: Zancor Athletic Ce Schedule: Werinesday, 05 Fe	ntre - Sports Court, Zancor Centre Insuary 2025 06-45 PM - 08-45 PM to Werlnesday, 05 February 2025 06-45 PM - 08-4	IS PM
Number of sessions: 1	Total Hours: 2.00	
Cancellation Summary:		
Cancellation Summary: Sessions Withdrawn:	Session	
Cancellation Summary: Sessions Withdrawn: Total Refund:	Session \$0.00	
Cancellation Summary: Sessions Withdrawn: Total Refund: Cancellation Fee Amount:	Session \$0.00 \$0.00	

Once the withdrawal is complete, a withdrawal confirmation will pop-up.



#### Drop-in Programs Include:

Aquafit, Drop-in Sports, Drop-in Playgroup and Fitness Classes

Need Help? Email <u>communityservices@king.ca</u>