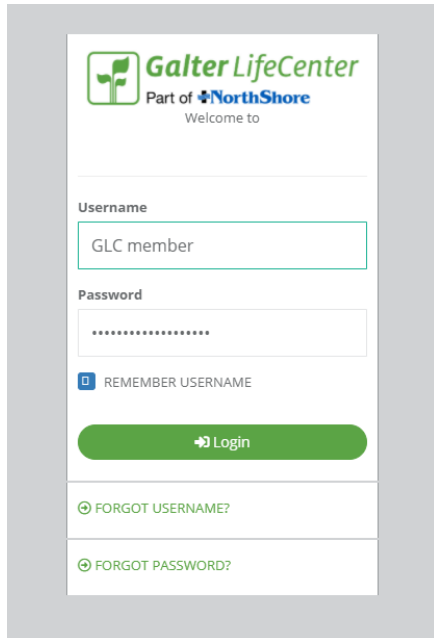
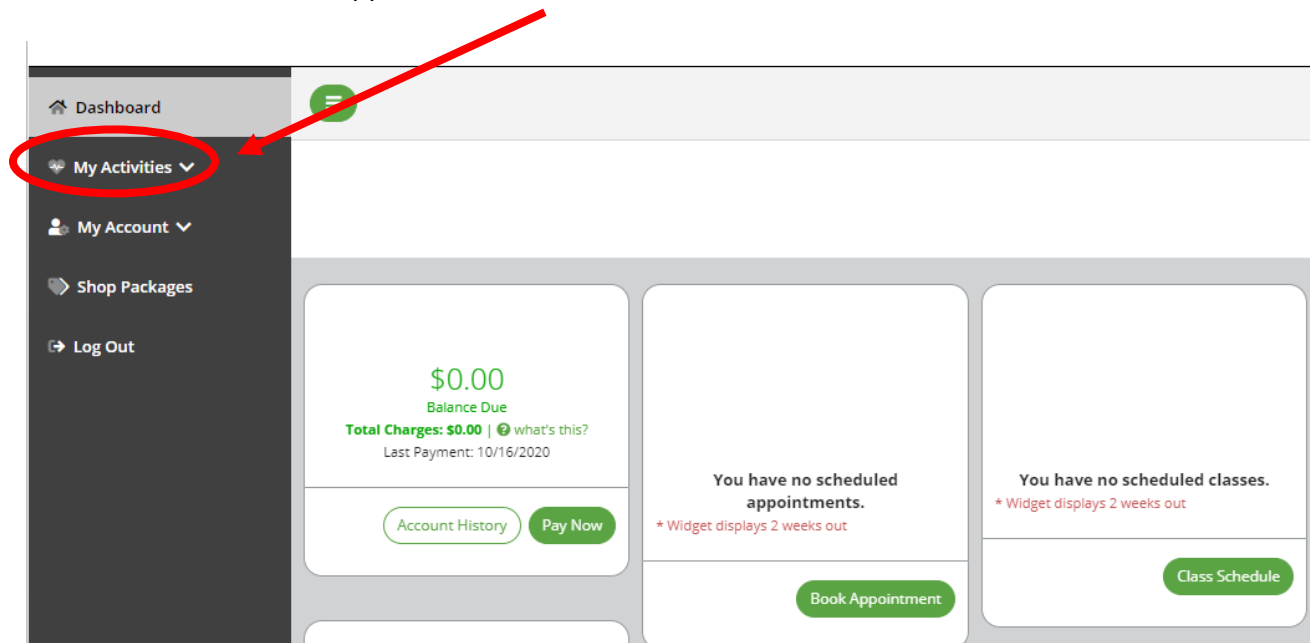


How to cancel a reservation on *My Wellness*

1. Visit GalterLifeCenter.org and log in to the [My Wellness member portal](#)

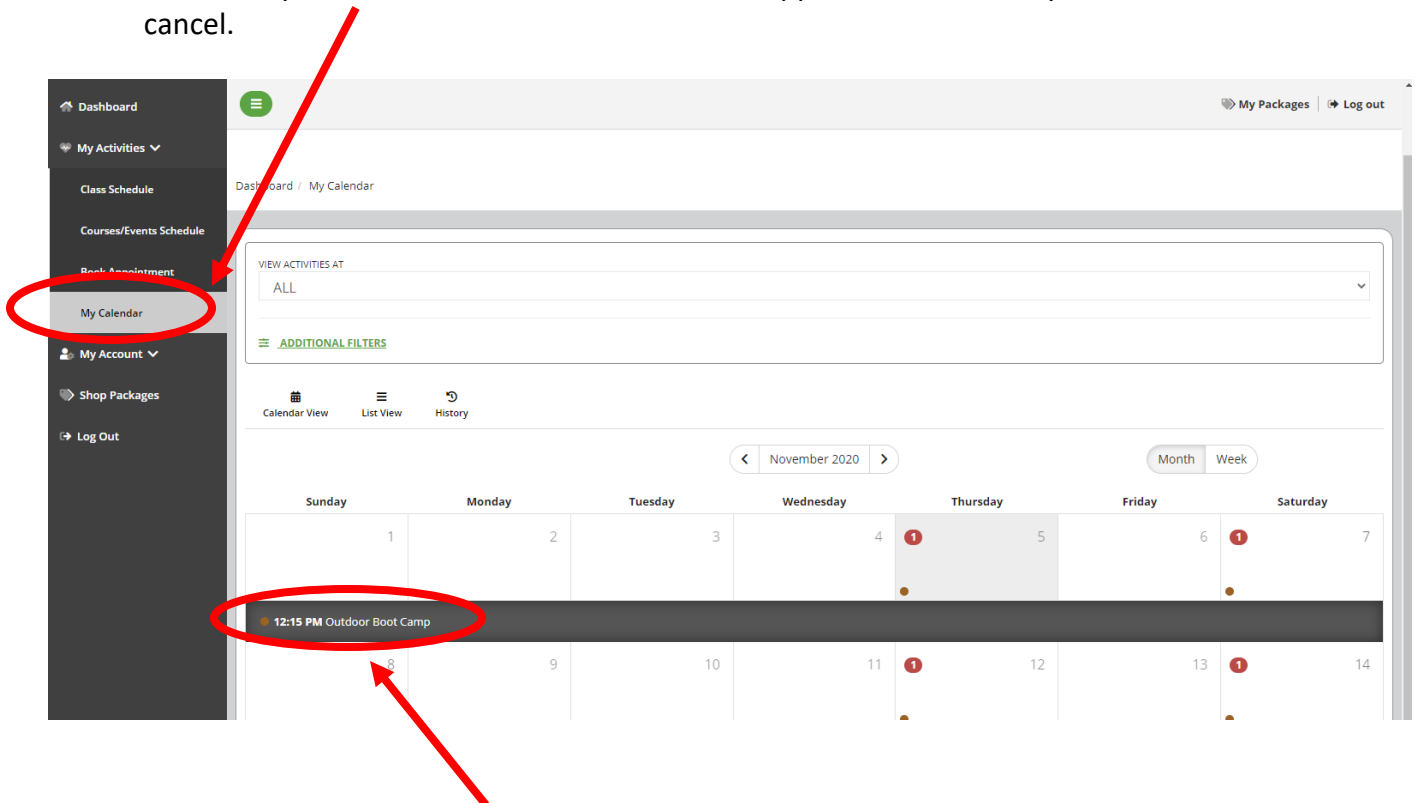


2. From the Dashboard click on My Activities on the left side of the screen and a drop down menu will appear.

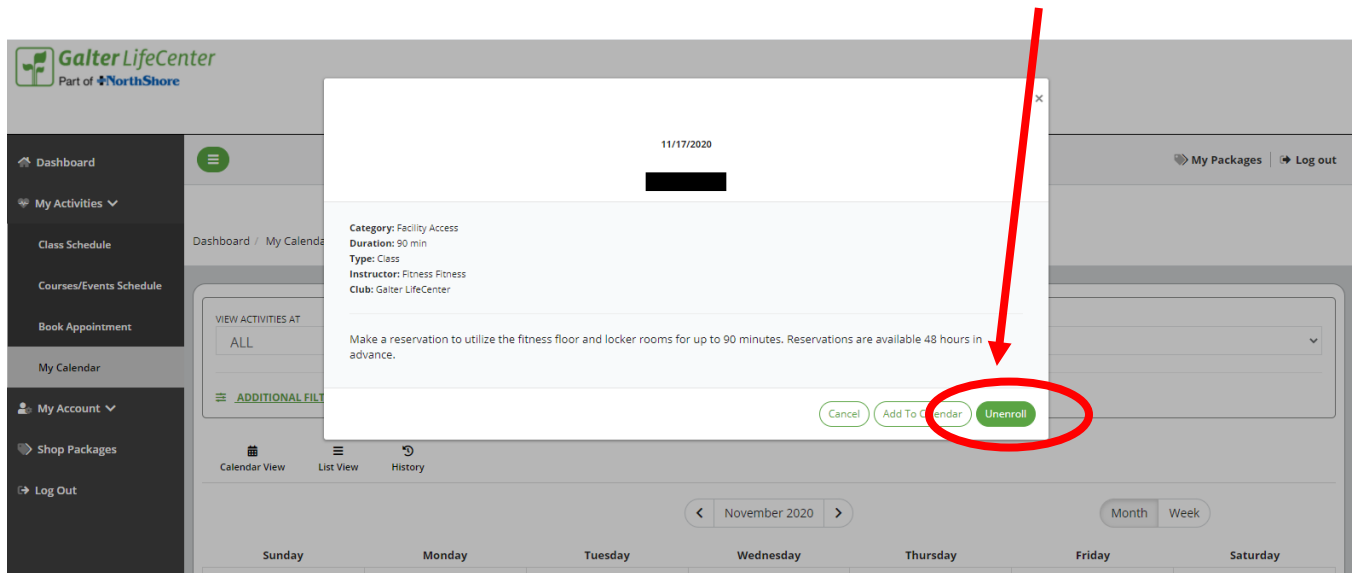


The dashboard interface includes a dark sidebar with the following menu items: Dashboard, My Activities (highlighted with a red circle and arrow), My Account, Shop Packages, and Log Out. The main content area displays three widgets: a balance due widget showing \$0.00 with buttons for 'Account History' and 'Pay Now'; an appointments widget stating 'You have no scheduled appointments.' with a 'Book Appointment' button; and a classes widget stating 'You have no scheduled classes.' with a 'Class Schedule' button.

3. Click on My Calendar and select the date of the appointment or class you would like to cancel.



4. Double click on the name of the class or appointment and click Uenroll.



****This is not the last step. Please continue through step 5 to complete your cancellation.****

5. You must confirm your cancellation three times, first by clicking the red Unenroll button below, then by clicking the green Yes button on the pop up and lastly by clicking OK button on the last screen.

