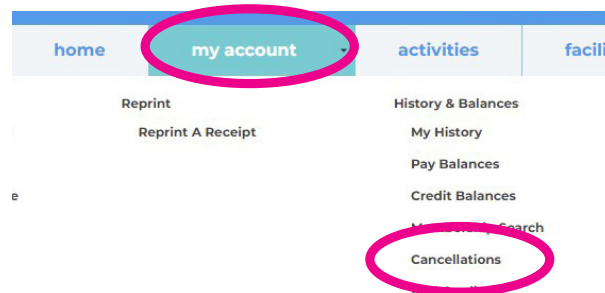


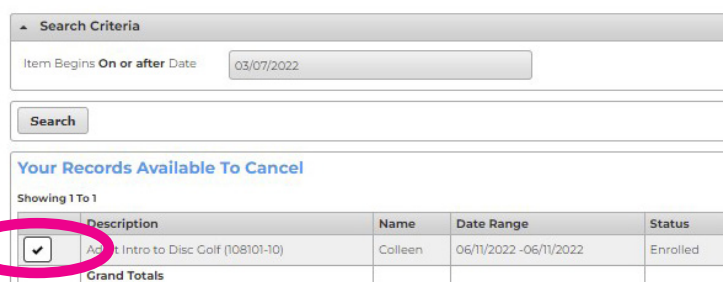
# How to Cancel a Registration

1. Go to <https://register.bendparksandrec.org/> or select the brown "REGISTER" button at the top of your screen on the main BPRD website.
2. Log into your account.
3. Click on "My Account" on top of page then under "History & Balances" click on "Cancellations."

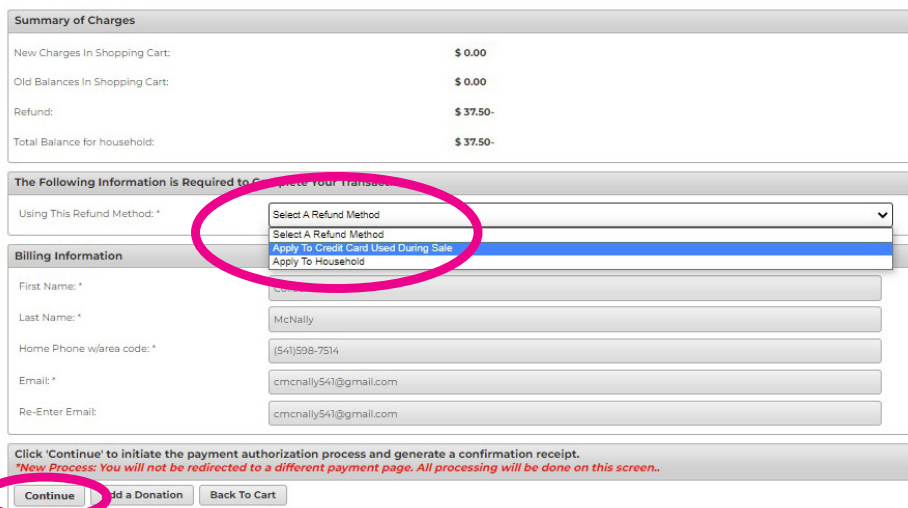


The screen will show programs available to cancel.

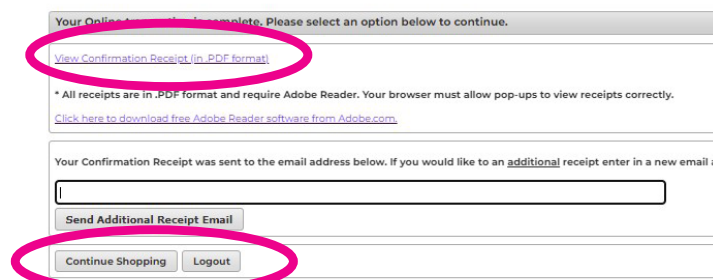
4. Click on the "check box" on the left to select the program you'd like to cancel.
5. Click "Proceed to Check Out" button at bottom.



6. Select your choice of refund to credit card or credit to household account with drop-down menu at "Select a refund method."
7. Click "Continue" button.



8. You're all done with your cancellation and will see a transaction confirmation window.
  - A confirmation receipt is emailed to you.
  - You can also click on the "View Confirmation Receipt (in PDF)" to see your record/receipt. You can print or save the PDF if needed.
  - If needed, you can indicate another email address to send the receipt to on this page.



9. Using the buttons on the bottom of the page, you can log out or continue shopping.