How to Cancel a Registration

Go to https://register.bendparksandrec.org/ or select the brown "REGISTER" button at the top of your screen on the main BPRD website.

REGISTER

- 2. Log into your account.
- 3. Click on "My Account" on top of page then under "History & Balances" click on "Cancellations."

Reprint History & Balances
Reprint A Receipt My History
Pay Balances
Credit Balances
Credit Balances
Crach
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.
- Click "Proceed to Check Out" button at bottom.
- Search

 Your Records Available To Cancel
 Showing 1 To 1

 Description

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 Description

 Description

 Colleen

 O6/11/2022 O6/11/2022

 Enrolled

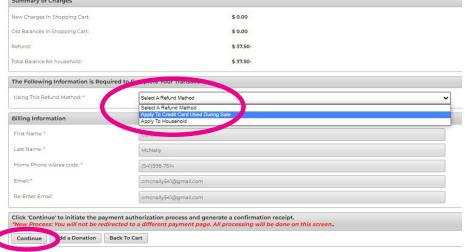
 Summary of Charges

 New Charges In Shopping Cart:

 \$ 0.00

Search Criteria
Item Begins On or after Date

- 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.



- 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.

* All receipts are in .PDF forn	mat and require Adobe Reader. Your browser must allow pop-ups to view receipts correctly
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9. Using the buttons on the bottom of the page, you can log out or continue shopping.