

How do I cancel a registration?

April 10 Update: BPRD has recently launched a new user interface (UI) on the registration website.

- The “How to Cancel” instructions below will be updated soon to best support the new experience.
- You can learn more about the new UI features and how to use the website on the [New User Experience webpage](#).

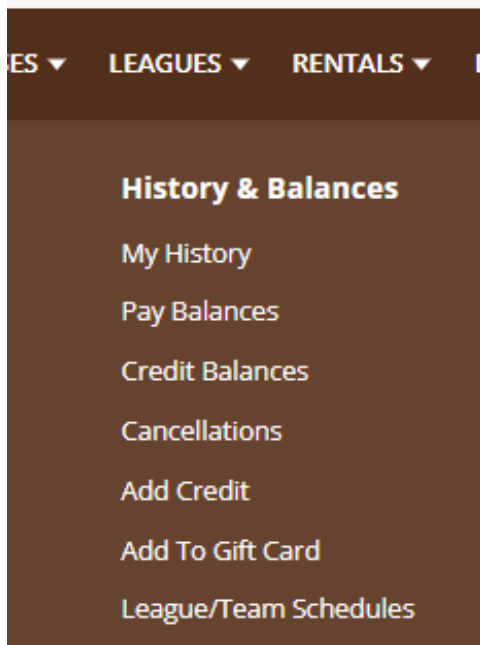
Please check back and contact our Customer Service team at 541-389-7275 for assistance if needed. Thank you for your understanding.

Registration Cancellation Online Instructions:

- Go to <https://register.bendparksandrec.org/> or select the blue “REGISTER” button at the top of your screen on the main BPRD website.



- Log into your account.
- Click on “Account” on top of the page then under “History & Balances” click on “Cancellations.” *(shown below.)*



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- The screen will show programs available to cancel.
(shown below.)

▲ Search Criteria

Item Begins **On or After** Date

06/17/2024 

Search

	Description	Name	Date Range	Status
Cancel Item	Beginning Ukulele II (202103-01)	Test	08/05/2024 -08/26/2024	Enrolled

- Click the box to the left of the program that says 'Cancel Item' (shown above.)
- Click "Proceed to Check Out" button at bottom.

Checkout

Summary of Charges

New Charges In Shopping Cart:

Old Balances In Shopping Cart:

Total Balance for household:

Amount To Be Paid Today:

Billing Information

First Name: *

Last Name: *

Email: *

Re-Enter Email:

Click 'Complete' to initiate the transaction process and generate a confirmation receipt.

***New Process: You will not be redirected to a different payment page. All processing is done on this page.**

- On Summary of Charges screen, select your choice of refund to credit card or credit to household account with drop-down menu at "Select a refund method."
- Then select Complete, at the bottom of the screen.
- You're all done with your cancellation and will see a transaction confirmation window. (*shown below.*)

- A confirmation receipt is emailed to you.
- You can also navigate to My Account/Reprint/Reprint a Receipt to see your record/receipt. You can print or save the PDF if needed.
- Using the buttons at the top of the page, you can log out of your account or continue shopping.

Customer Confirmation

Your Online transaction is complete. Please select an option below to continue.

Your receipt number:

5506749

A copy of your receipt will be emailed to giffordal91@gmail.com.

If you have an account with us, you can browse anytime to **My Account/Reprint/Reprint a Receipt** once the receipt has been produced.