

CUSTOMER HOW TO SUBMIT A DROP REQUEST SIMPLIFIED

STEP 1: After logging into your account, click the MY ACCOUNT link in the toolbar at the top of the screen. Click the "Enrollments" icon under the student for whom you wish to request a transfer.

Norma Clegg		
운 Enrollments	☆ Evaluations	
⊘ Attendance	Makeups	
X Future Absences	QR Codes	
Pas	sses	
Edit St	tudent	

STEP 2: This will bring up a list of all current enrollments for the student.

Beginner Gymnastics	
Class Active	
Non 12:00PM – 1:00PM	Drop Enrollment
ue 12:00PM – 1:00PM	
Ved 12:00PM - 1:00PM	Transfer Enrollment
ri 12:00PM - 1:00PM	Hansier Enroument
Program: Recreational Gymnastics	
start Date: Apr 28th, 2020	

STEP 3: Click the DROP ENROLLMENT button next to the class you wish to drop to bring up the "Drop Enrollment Request" window.

ar	<u>@</u>	⊗
r •	Drop Enrollment Request	
Are you sure you wish to drop Norma's enrollment from Beginner Gymnastics?		p En fer E
	Drop Date: 04/28/2020	
w	Notes:	
ł	Note: Drop requests are subject to review by your organization	
L	Yes, please drop! Cancel	

STEP 4: Enter the preferred DROP DATE along with any NOTES explaining why you are requesting to drop the enrollment. Click "Yes, please drop!" to submit the drop request, or "Cancel" to close the window without submitting the request.

JOIN THE MOVEMENT