

# Campus Recreation

## Membership & Guest Services

### How to Cancel a Campus Rec Reservation

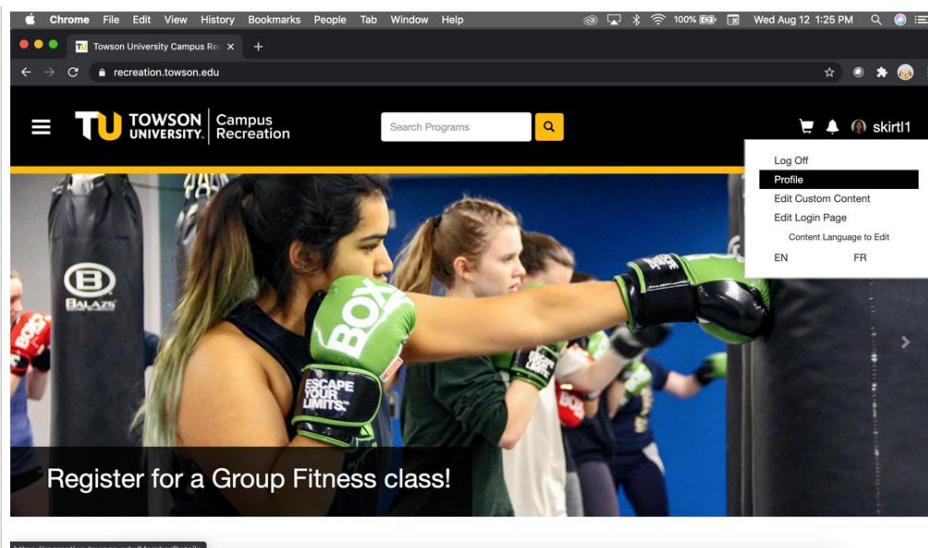


Reservations can be cancelled up until 2 hours prior to your reservation time. If your plans change, please cancel your reservation. Three “no-shows” during the semester will result in loss of facility access for 5 business days.

Individuals can cancel in a variety of ways. Please see below for step by step instructions on how to cancel via the Campus Rec Portal, over the phone, and in person.

#### On the Campus Rec Portal

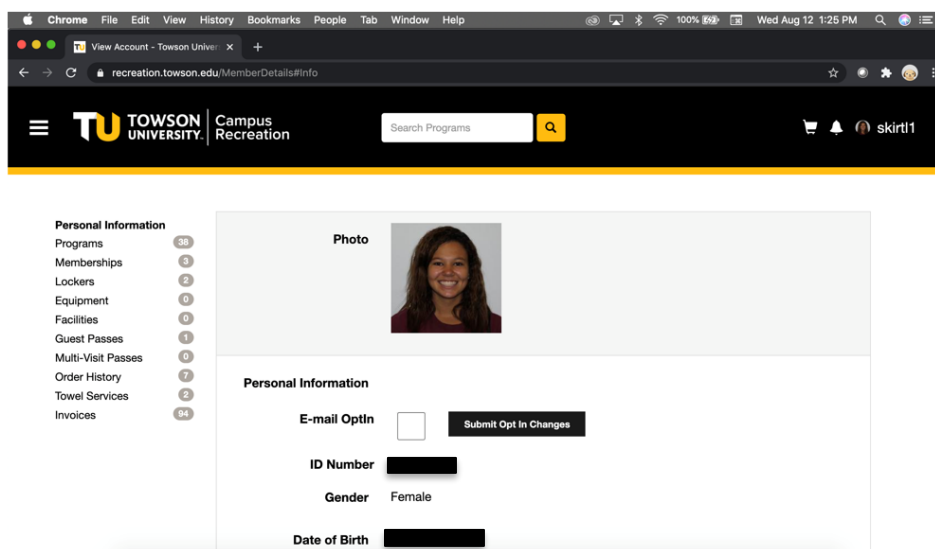
- Visit recreation.towson.edu
- Click “log in” in the top right corner
- Log in with your TU NetID and password
- Click your username in the top right corner
- Then click “profile”
- Click “programs” on the left side under Personal Information
- Your list of registrations will appear
- Click “cancel” for the reservation you wish to cancel
- Click “yes, cancel registration” to confirm your cancellation



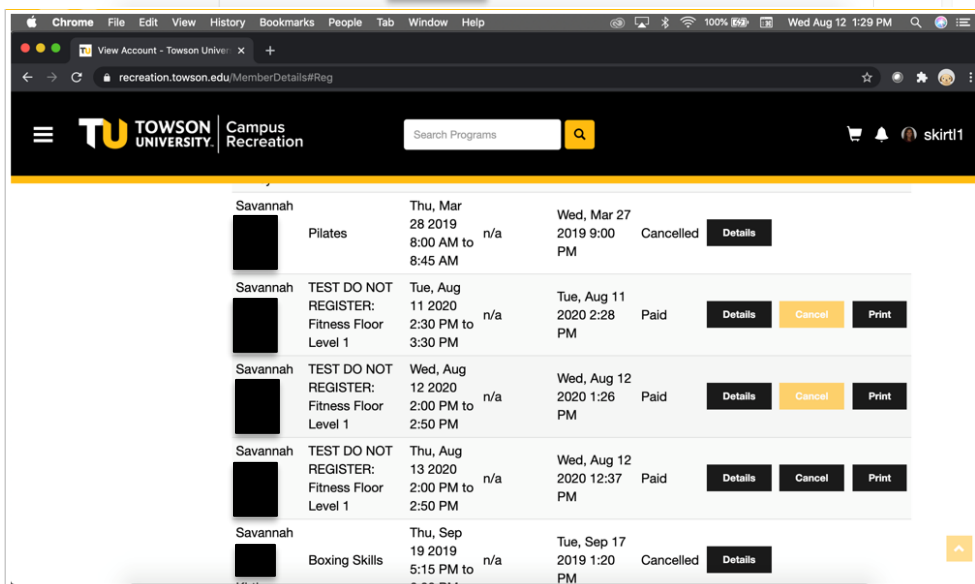
Log into your account on the TU Campus Rec portal

Select username at top left corner of the screen

Select 'Profile'



Select 'Programs' under 'Personal Information'



Select 'Cancel' on which registration you would like to unregister for

## Via Phone

- Call Membership & Guest Services at 410-704-4061 during operating hours
- The Guest Services Attendant can help you cancel your reservation

## In Person

- Visit Membership & Guest Services during operating hours
- The Guest Services Attendant can help you cancel your reservation