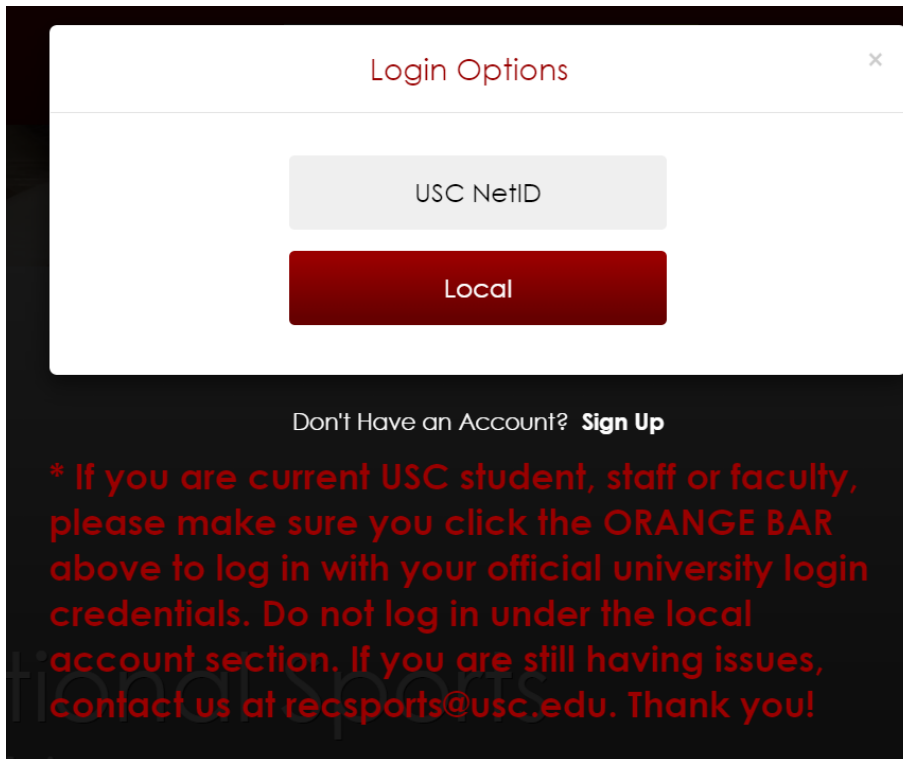


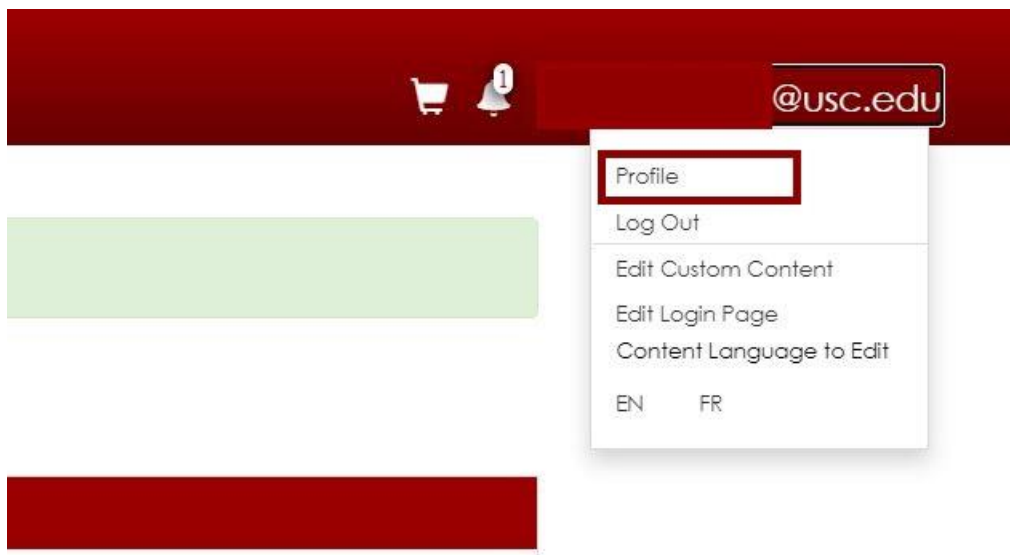
How to Cancel Facility Booking on myrecsports.usc.edu:

1. Login using your USC NetID Credentials:



The screenshot shows a 'Login Options' dialog box with two buttons: 'USC NetID' (light gray) and 'Local' (dark red). Below the dialog box, there is a link 'Don't Have an Account? Sign Up'. A red text overlay provides instructions: '* If you are current USC student, staff or faculty, please make sure you click the ORANGE BAR above to log in with your official university login credentials. Do not log in under the local account section. If you are still having issues, contact us at recsports@usc.edu. Thank you!'

2. Click on email on the top-right side of the page and select Profile:



The screenshot shows the top navigation bar of the website. On the right side, there is an email address '@usc.edu'. A dropdown menu is open, showing options: 'Profile' (highlighted with a red box), 'Log Out', 'Edit Custom Content', 'Edit Login Page', and 'Content Language to Edit'. Below the dropdown menu, there are two language options: 'EN' and 'FR'.

3. Select “Bookings” from the menu on the left-hand side of your profile:

Personal Information	
Programs	18
Memberships	4
Lockers	2
Equipment	0
Bookings	2
Facilities	1
Guest Passes	0
Multi-Visit Passes	0
Order History	32
Towel Services	2
Invoices	19

4. Click the “Cancel” Button:

Bookings			
Name	Day	Time	
Brittingham Field - Brittingham Field	Thu, Mar 25 2021	6:45 - 7:45 PM	Cancel

5. Confirm Cancellation:

Cancel Booking ×

Are you sure you want to cancel the **Brittingham Field - Brittingham Field** booking for **Thu, Mar 25 2021** at **6:45 - 7:45 PM**?

[No](#) [Yes, Cancel](#)