



## HOW TO CANCEL YOUR RESERVATIONS FOR IN-PERSON WORSHIP

**Because we have limited seats available during our In-Person Worship and may have guests, please cancel your reservation by Thursday at 5:00pm if you will not be able to attend.**

### **To cancel your reservation(s):**

- If your confirmation email has a "*log back into Realm*" link, click that link.
  - In Realm, click **Events**.
  - Find "**Events I've Registered for**" and choose the one you wish to edit or cancel.
  - On that registration page, click "**manage registrations**", then *edit who's coming or cancel reservation*. Be sure to click **Update** to make the changes.
  - You will get an email confirming these changes.
  
- Your confirmation email may not have a link if you registered as a guest and or did not login when registering. In that case, please **reply** to your confirmation email which will send an email to the church office. Please reply with information to edit or cancel who's coming.

We thank you for your cooperation in working with us through this phase by cancelling your reservation if you aren't going to make it so that someone else can have your seat!

We look forward to seeing you soon!

07/13/2020