



How to Cancel Your Pool Session Ticket Through Eventbrite

Seven steps (with screenshots)

1. Open your Eventbrite ticket confirmation email.
2. Scroll down to the 'Order Summary' section and click the '[View and manage your order online](#)' link.

A screenshot of an Eventbrite order confirmation email. At the top, it says "SRCA" and has a "Follow" button. Below that is "Questions about this event?" and a link to "Contact the organizer". The main section is titled "Order Summary" and shows "Order # XXXXXXXXXX - June 1, 2020". Below this, it lists "Jane Smith" for "1 x General Admission" which is "Free". A red callout box with the text "Click on 'View and manage' your order online." has a red arrow pointing to the link "View and manage your order online", which is circled in red. Below the link, it says "Printable PDF tickets are attached to this email" and "This order is subject to Eventbrite Terms of Service, Privacy Policy, and Cookie Policy." At the bottom, there is the Eventbrite logo, social media icons for Twitter, Facebook, and Instagram, and footer text: "This email was sent to janesmith@email.com", "Eventbrite | 155 5th St, 7th Floor | San Francisco, CA 94103", and "Copyright © 2020 Eventbrite. All rights reserved."/>

SRCA

Follow

Questions about this event?

[Contact the organizer](#)

Order Summary

Order # XXXXXXXXXX - June 1, 2020

Jane Smith	1 x General Admission	Free
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[View and manage your order online](#)

Printable PDF tickets are attached to this email

This order is subject to Eventbrite [Terms of Service](#), [Privacy Policy](#), and [Cookie Policy](#).

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3. If you have not already, sign up for an account with Eventbrite.

Sign up for an account with eventbrite.




Sign up or log in

Use Facebook or email to get started.

Get Started

or

 **Continue with Facebook**

By clicking "Get Started" or "Continue with Facebook", I accept the Eventbrite [Terms Of Service](#), [Community Guidelines](#) and have read the [Privacy Policy](#).

4. Once you are signed in, click on the appropriate ticket in your account.

5. Within the Order, click the 'Cancel Order' button (see screenshot next page).



Order for Beach Club

Free order # xxxxxxxxxx on June 1, 2020
Event information: Tuesday, June 2, 2020 from 7:00 PM to 10:00 PM (CDT)
McKinney TX

Print Tickets

Cancel Order

Contact The Organizer

General Admission

Contact Information

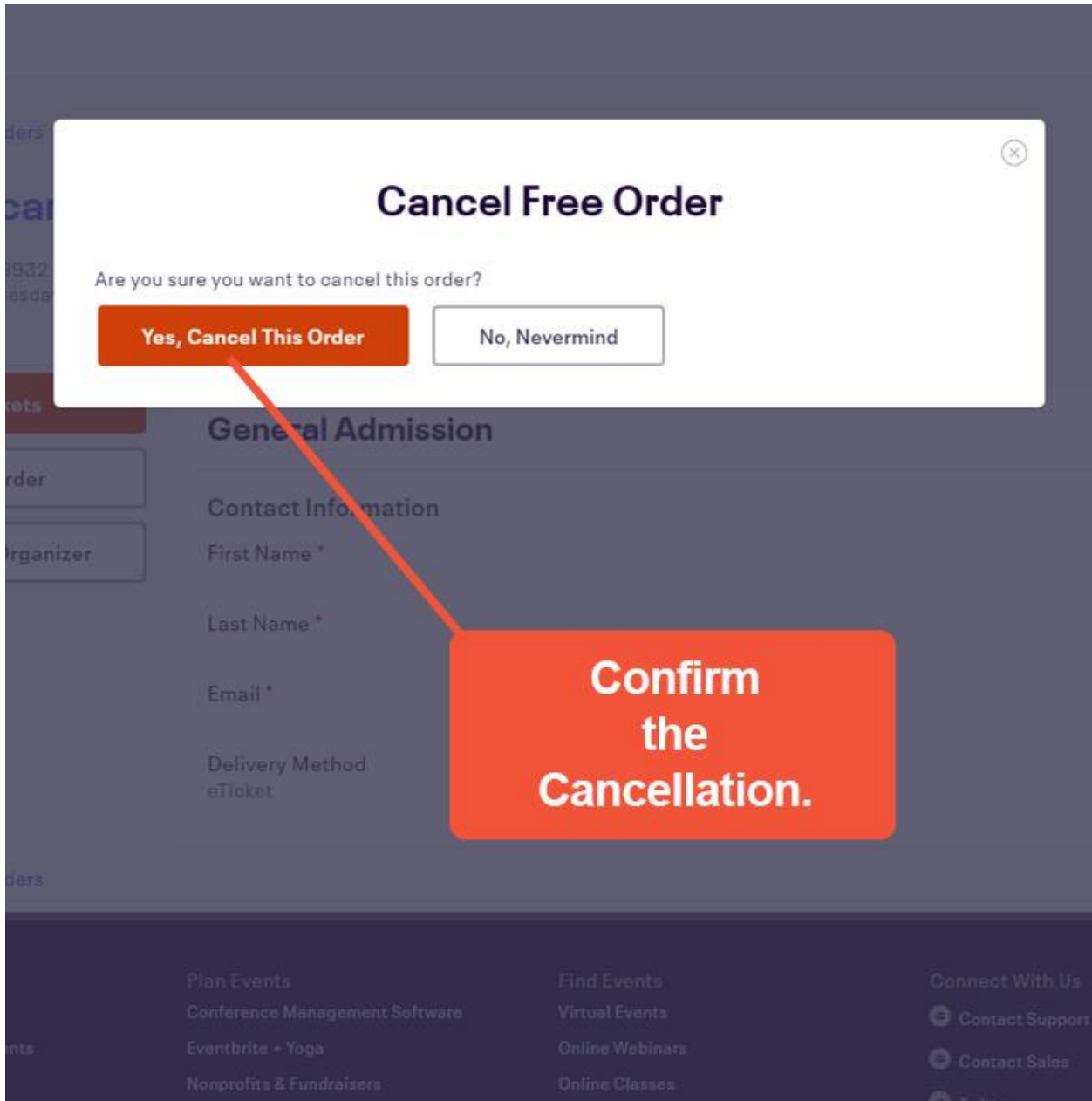
First Name *
Jane

Last Name *
Smith

Email *
janesmith@email.com

Delivery Method
eTicket

6. Click, the 'Yes, cancel this order' confirmation button in the pop-up screen (see screenshot next page).



7. You will see a note in the pop-up window confirming your cancellation (see screenshot next page). You will receive an email confirming the cancellation as well.



If you have any issues cancelling your pool session time slot on Eventbrite, please contact the SRCA office staff at srca@cmamangement.com or 214.733.5800 (M-F, 8:30 a.m. to 5 p.m.)