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.**

SRCA

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Questions about this event?

Contact the organizer

Click on 'View and manage' your order online.

Order Summary

Order# XXXXXXXXX - June 1, 2020

Jane Smith   1 x General Admission   Free

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.

eventbrite

This email was sent to janesmith@email.com

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

Sign up for an account with eventbrite.

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Sign up or log in

Use Facebook or email to get started.

Email address

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).

6. **Click, the 'Yes, cancel this order' confirmation button in the pop-up screen (see screenshot next page).**
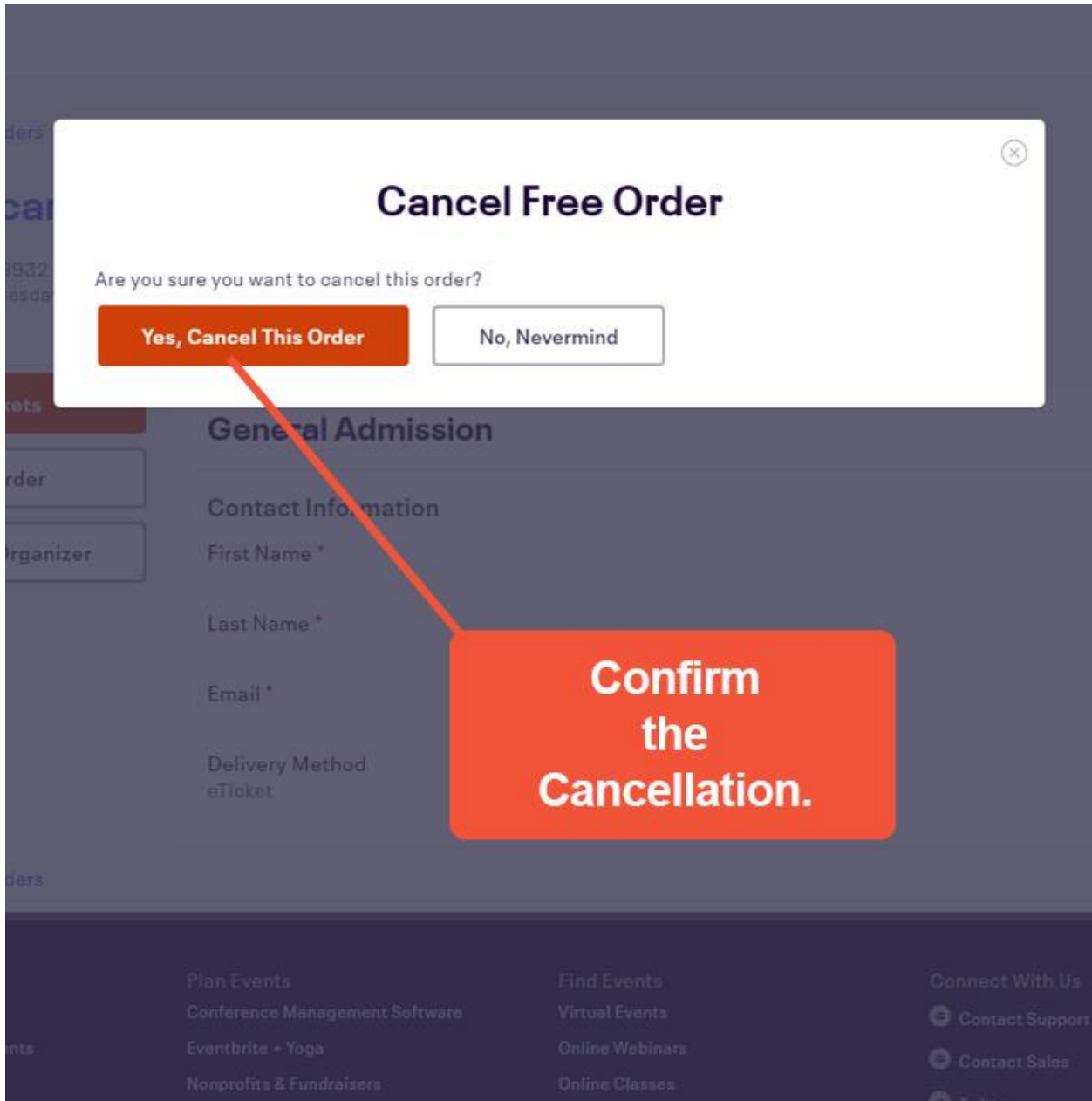
7. **You will see a note in the pop-up window confirming your cancellation (see screenshot next page). You will receive an email confirming the cancellation as well.**

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.)