How to Cancel a Campus Recreation Reservation
When to Cancel

• Please cancel your reservation if you cannot make it to give someone else the opportunity to work out

• You can cancel any time up to your reservation start time

• If you can not figure out the portal, please call Member Services at 513-556-0604
1. Log in to My Member Services

- Follow the link to My Member Services on uc.edu/campusrec. This can be found by clicking the Membership tab on the website.
- Log in with the username and password you created or create a new account by clicking the blue text at the bottom of the page.
- Faculty/Staff/Students will use their M# to create their account.
2. Click “Account Information”
3. Select “Account Summary”
4. Scroll down to the bottom of the Account Summary Page until you see “Current Reservations”
5. Select the Blue Text of the reservation you would like to cancel (located under the “Schedule” Section)

- If you have multiple reservations, please make sure you are selecting the correct date you would like to cancel
6. Select “Cancel Schedule” to cancel the reservation.
7. Select “Yes” to cancel the service
8. The red text indicates when you scheduled reservation has been cancelled

- Note: Any other reservations that you still have on your account will remain under the “Scheduler Section”, outlined in Blue
8. To start the process over, look at any account information, or make another reservation, select the “Home” button in the upper left corner of the site.
Thank you for cancelling your reservation, and allowing someone else the opportunity to work out!