

### **How To Withdraw**

#### (Aqua Fitness, Group Fitness, Pickleball & Badminton)

We recommend withdrawing with as much notice as possible

# **Step 1:** Log in and click the name of the client you would like to view.

Client List	
Add Family Member Acco	unt Statement
Full Name Simple †	
[Name here]	
[Name here]	
[Your Name Here]	

## **Step 3:** Select the reason and click on "withdraw" again.

Choose "refund" or "account credit" if you paid with a credit card. If you used passes, you will be refunded the pass.

	Select a reason	
	Client Moving	
	Medical	
	Not Satisfied with Facility	
	Not Satisfied with Instructor	
Total Refund: \$0.00.	Other	
	Transfer	
	Ca	ncel Withdra

### **Step 2:** Scroll down to "Schedule" and click to view.

Select which drop-in you would like to withdraw from by clicking on "withdraw".



#### **Step 4: Email yourself a receipt and click "Done".**



### newmarket.perfectmind.com

