How to Delete a Lesson

- 1. Log into Clubautomation.
- 2. Go to the correct date.
- 3. Click on the lesson you want to cancel. Then select the drop-down menu.

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.0am		PL: Joe Hill				
.1am		v	Woods	Group dass		
.2pm				Andrei Ione	scu	
			Private Lesson		×	
.pm			Organizer:	Joe Joe Hill		
!pm			Service:	Tennis		
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-pril		W Group class			No es	Court Time
'pm		Andrei Io	nescu		- 1	Meissner

 Select "Delete this Occurrence." <u>NEVER, NEVER, NEVER</u> select "Delete All."

How to Delete a Lesson

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	Organizer:	Joe	Joe Hill						
	Service: Duration: Location: Resource:	Ten 10:0 Cha Cou	nis 00am - 11:00an stain Park ırt 1	n					
	Clients: Gina Woods \$90.00 Pay Now Not Checked In								
u	Take an action								
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s	EDIT THIS OCCURRENCE								
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	CANCEL								
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t 1	Cou	rt 2	Court 3	Court 4					