

Instructions for Changing your Studio Sign Up:

Any time you reserve studio space using the SignUpGenius from the Waterbrook website, you will immediately get an email from Theresa Zubretsky confirming your reservation. DON'T DELETE THAT EMAIL, because if you need to cancel, there is a link to edit your reservation that looks like this:



Studio time

03/15/2021 (Mon.) 8:00am - 12:00pm EDT

My Comment: arriving around 10:30

This sign up is protected by an access code. When prompted, enter the code "WPS" for access.

[View Sign Up](#)



[Edit My Sign Up](#)



[Contact Theresa Zubretsky](#)

Click on the "Edit My Sign Up" link, and you will go to a page that has your reservation. Look to the bottom of the page for a blue buttons that say "Edit" and "Delete". Make your changes accordingly, or to cancel fully, just hit delete, and your reservation will be removed from the calendar.

Why not try practicing this just to get the hang of it? Pick a very slow time like 8 to 12 midnight on a Monday! Even if you goof, it won't interfere with anyone's usage.