

## Cancelling A Booking As A Parent/Guardian

**Please Note**: To cancel an LTA Youth Start course as a parent/guardian, then this will need to be within 48 hours of making the booking to receive a full refund.

After this time, your LTA Youth Start kit order would have been processed, and you'll need to contact the coach/venue that the course is taking place at to receive a refund of £29.99

## <u>Step 1</u>:

First, you'll need to login into the account that you made the LTA Youth Start course booking on. Once logged in, you'll need to click on your name/silhouette icon in the top right-hand corner and click on 'Courses'





## <u>Step 2</u>:

You'll then see the following screen, where all courses that you have signed up to will be displayed:

| Your account              | Courses                                      |
|---------------------------|--|
| 🖄 Your profile            | LTA Youth Start                              |
| 😪 Players                 | Hartfield Tennis Club                        |
| Courses                   | Mon, 04 Oct - Mon, 08 Nov 2021 15:30 - 16:30 |
| $\Box \rightarrow Logout$ |  |
|                           | Players Edit delivery address Cancel         |
|                           | Jamie Hutton Edit                            |

Here is where you'll need to locate the course and click on the red 'Cancel' button.

<u>Step 3</u>:

Once you've clicked on the red 'Cancel' button the following overlay will appear:

| <b>C</b> ourse cancellation  |  |
|--|--|
| You are about to remove all players from this programme and cancel this programme booking. |  |
| Are you sure you wish to continue?   |  |
| NO, do not cancel YES, cancel this booking   |  |

Here you'll need to click on the red 'YES, Cancel This Booking' button to confirm/continue.



Step 4:

Once you have done that, the page will refresh and show that the course booking has now been cancelled.

## **C**ourses



**Please** remember to check your bank statement for a refund, this can take 3-5 days to appear.

If after this time you still haven't received your refund then you'll need to contact the coach/venue directly.