

Upper Uwchlan Township Parks REQUESTING CHANGES AND CANCELLATIONS

1. Log in and Click "My Account"

The screenshot shows the homepage of the Upper Uwchlan Township Parks website. At the top, there is a green navigation bar with the title "Upper Uwchlan Township Parks" and several menu items: Home, Facilities, General Info, Contact, Account, and Cart. Below the navigation bar is a row of icons: "My Account" (circled in red), "Contact Us", and "Calendar". The main content area features a large blue heading "Welcome to Upper Uwchlan Township Parks" followed by a paragraph of text and a link to "Create an Account".

2. Click "Reservations" to view your current, approved reservations.

The screenshot shows the website's main navigation area. The "Reservations" link is highlighted with a red box. The navigation bar includes icons for Overview, Contact Us, Calendar, Register, Reserve, Notifications, and Log Out. Below the navigation bar, there is a row of links: Account, Finance, Members, Balances, Registrations, Memberships, Reservations (highlighted), Products, and Cart.

3. Find the reservation you want to alter, and click "Request Change" beneath that reservation's title

Active Reservations						
Active Past Canceled						
Invoice	Title	Contact	Phone	Dates	Permit	
820380	Example Reservation Request Change	Shanna Lodge	Work: (610) 646-7018	07/31/2018 - 08/14/2018	1153	Files

4. Using the checkboxes, select the dates you wish to change or cancel; click "Next"

Reservation Change Request for [Example Reservation](#)

Date	Times	Location
<input type="checkbox"/> Tuesday July 31, 2018	05:00 PM - 08:00 PM	Larkins Fields - Larkins Training Field
<input type="checkbox"/> Tuesday August 7, 2018	05:00 PM - 08:00 PM	Larkins Fields - Larkins Training Field
<input type="checkbox"/> Tuesday August 14, 2018	05:00 PM - 08:00 PM	Larkins Fields - Larkins Training Field

Please select the date(s) you wish to request changes for.

Next Cancel

5. Enter your change request in the text box; click "Submit"

Reservation Change Request for [Example Reservation](#)

Date	Times	Location
Tuesday July 31, 2018	05:00 PM - 08:00 PM	Larkins Fields - Larkins Training Field
Comments * Required		
Please cancel - inclement weather		
Tuesday August 7, 2018	05:00 PM - 08:00 PM	Larkins Fields - Larkins Training Field
Comments * Required		
Change start time to 4 pm. Event will end at 8 pm		
Tuesday August 14, 2018	05:00 PM - 08:00 PM	Larkins Fields - Larkins Training Field
Comments * Required		
7 pm		

Submit Cancel

IMPORTANT

- If you are requesting a cancellation, include the reason.
- If you are requesting a time change, indicate the new start AND end time, even if only one changes. Include AM or PM.
- If you are requesting a time change, DON'T simply enter a time. We can't tell if that's a change to the beginning or the end.

6. When your request is reviewed, you will receive an email indicating if it has been approved or denied. Be sure to visit your account to download updated invoices and/or permits, if applicable.

Invoice	Title	Contact	Phone	Dates	Permit
820380	Example Reservation <i>Request Change</i>	Shanna Lodge	Work: (610) 646-7018	07/31/2018 - 08/14/2018	1153