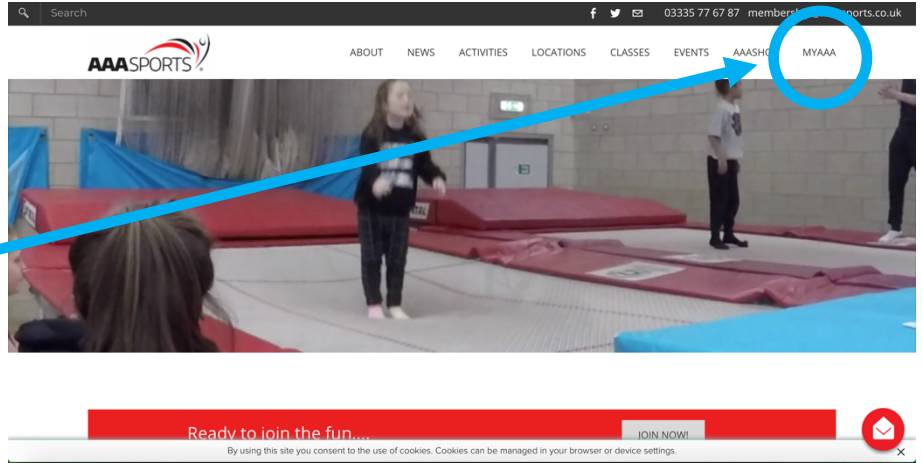


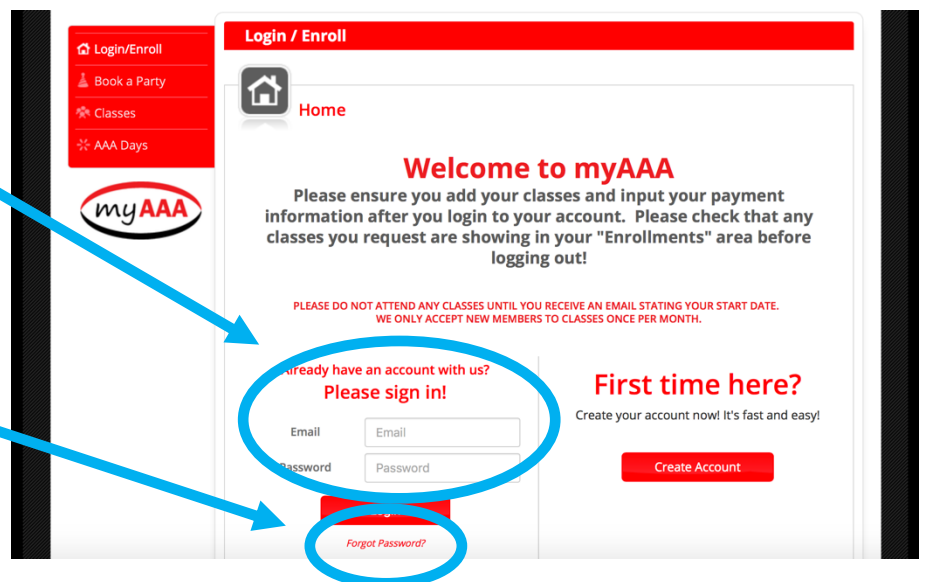
## Drop Procedure – Desktop Version

Open your browser and access the AAAsports website – [www.AAAsports.co.uk](http://www.AAAsports.co.uk)



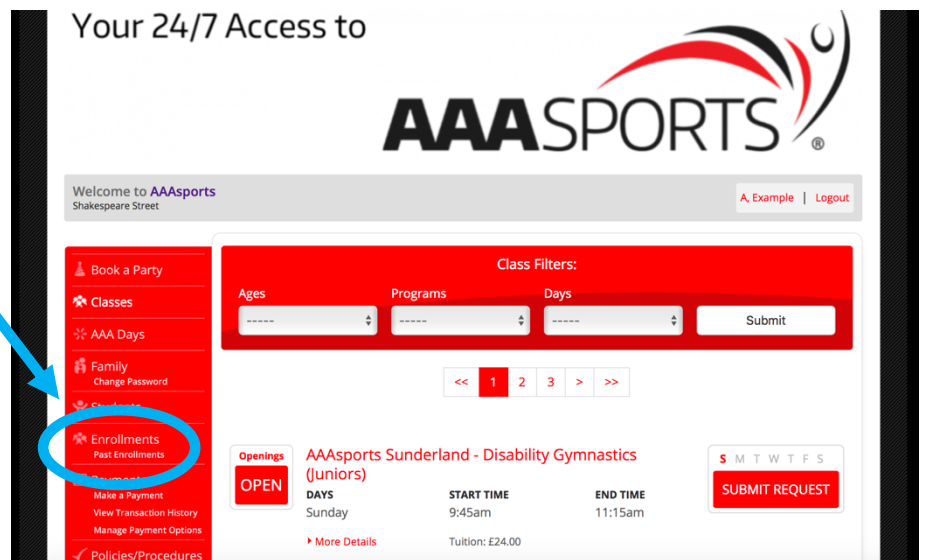
From there, click the link to access your myAAA account.

Log in to your myAAA account using your email and password.



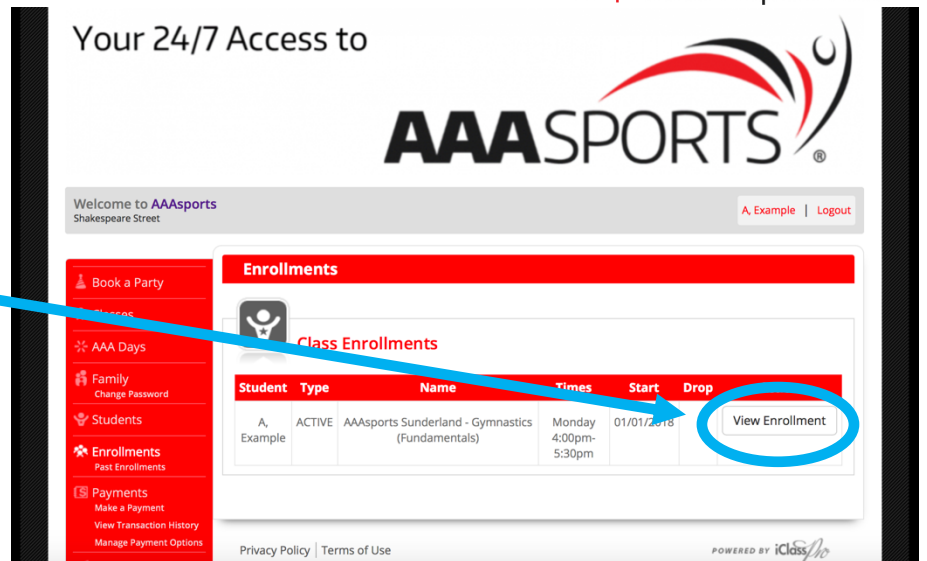
If you've forgotten your password, use the 'Forgot Password' function at the bottom of the page.

Once you've logged in, select 'Enrolments' on the left hand side of the page to view all classes you are currently part of.

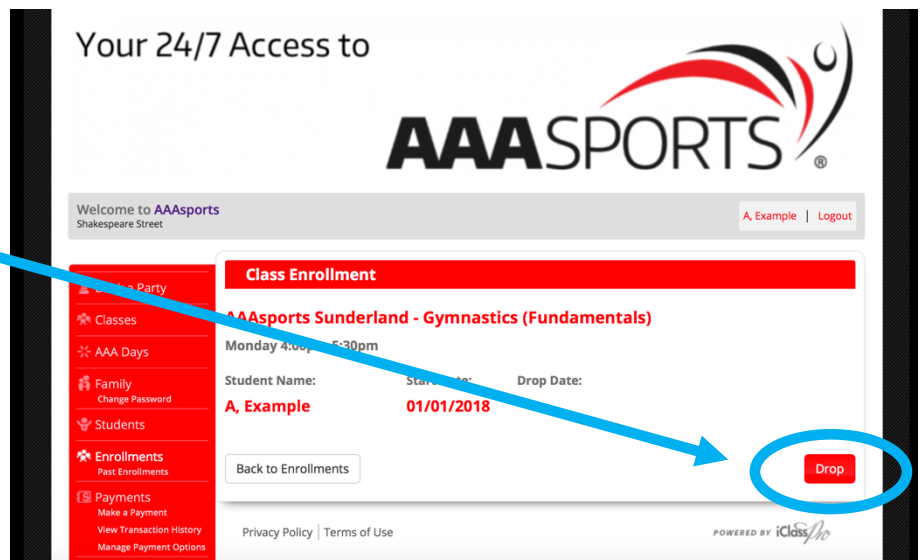


Be aware that clicking 'Past Enrolments' will take you to your class history with us and will not show your current classes.

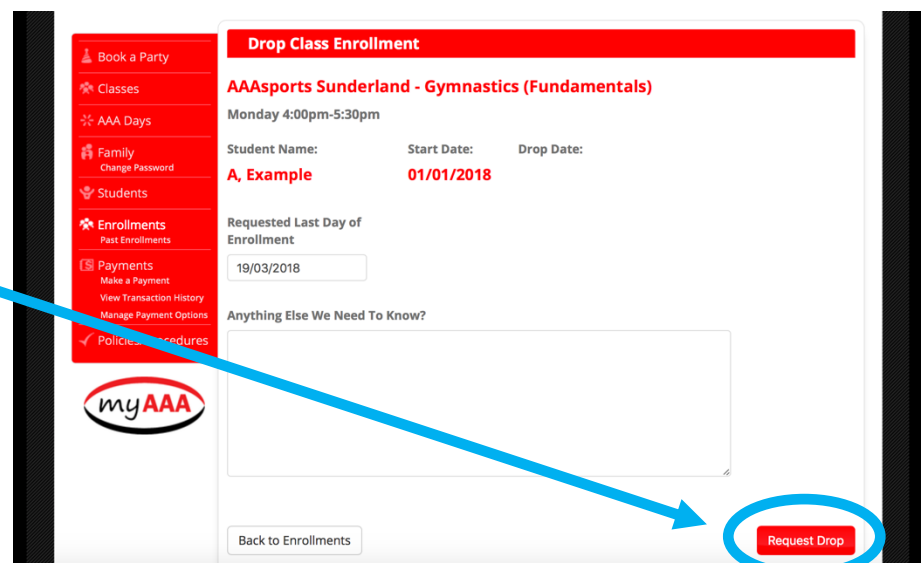
The next page will show you all classes you are currently enrolled in. Select the class you wish to Drop by clicking the 'View Enrolment' button on the right of the class description.



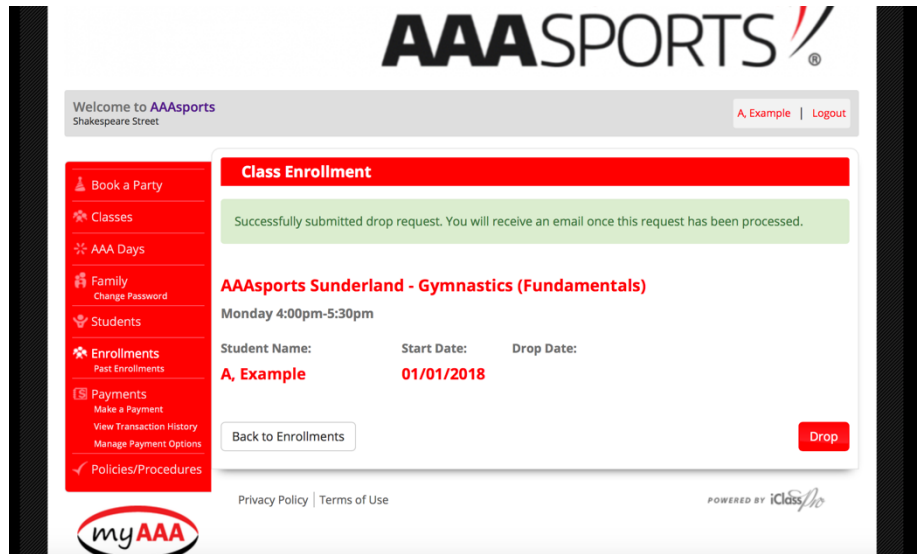
Once you have selected the class you wish to Drop, click the 'Drop' button on the right of the page.



The next page provides you with a chance to provide any feedback regarding your classes, before clicking the 'Request Drop' to confirm your request.



Once you have submitted your Drop Request, you will see the confirmation message in green.



This sends a message to our Membership Team, who will process your request as soon as possible and send you an email to confirm your final date in our classes. Members are welcome to attend as normal until this date, at which point your space will be allocated to the next Member on our waiting list.

Please note that a minimum of 16 days notice is required for all Drop Requests. I.e. to cancel any payments due on 15<sup>th</sup> September, a Drop Request must be submitted by 31<sup>st</sup> August.

As always, if you have any questions or queries, please feel free to contact us on 03335 776787 or via membership@AAAsports.co.uk.