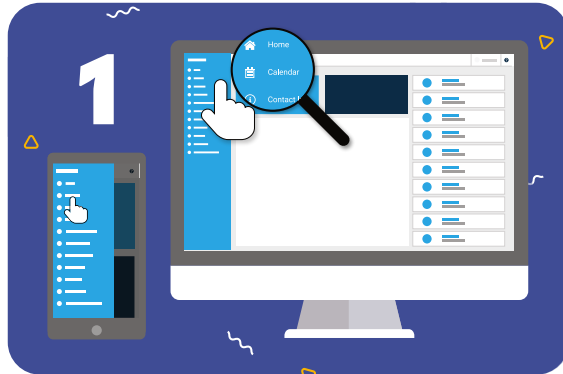




## How to Cancel a Lesson on My Music Staff

# My Music Staff



1 Navigate to **"Calendar"** from the main menu on the left.



2 Click on the lesson you want to cancel.



3 Select **"Cancel Attendance"** on the lesson details.



4 Read the cancellation policy and click **"Yes"** to confirm.

*If you don't provide enough notice, you'll need to acknowledge the policy statement first.*

Have more questions? Contact us at 812-212-6498 or  
[MissShannonsStudio@gmail.com](mailto:MissShannonsStudio@gmail.com).