# City of Bayswater

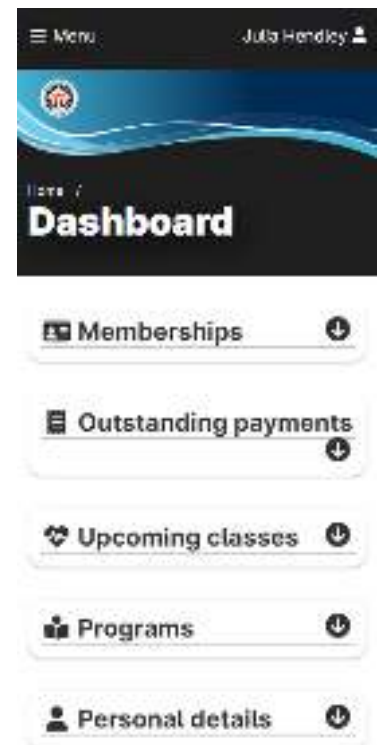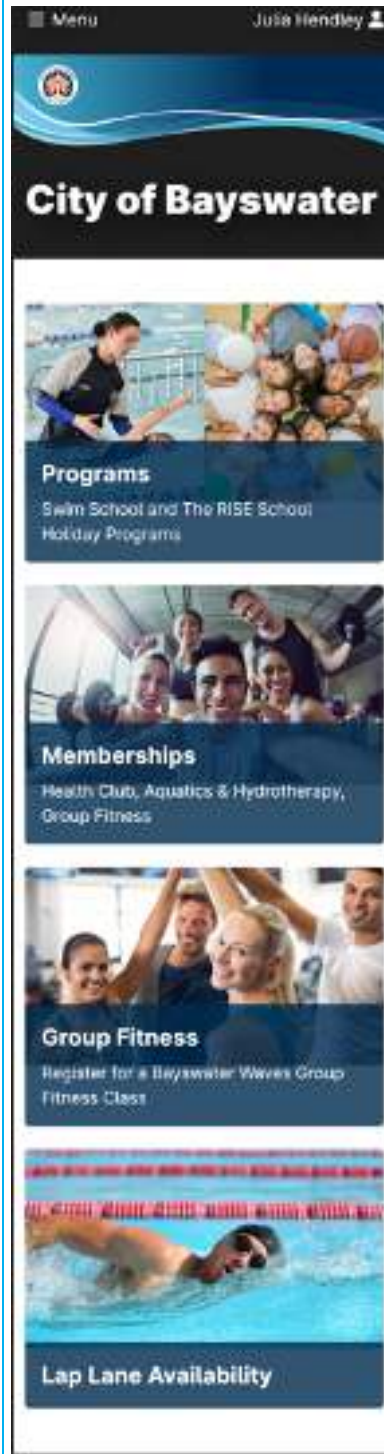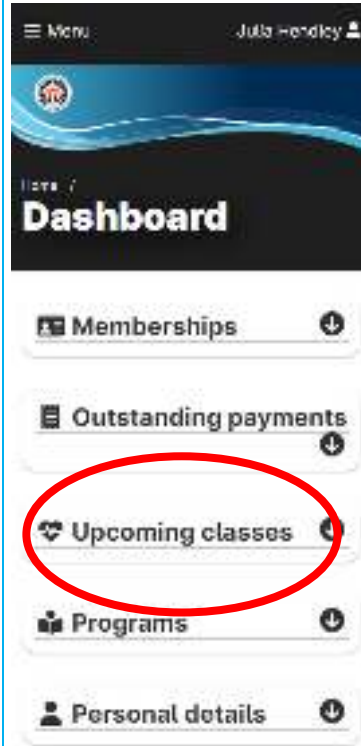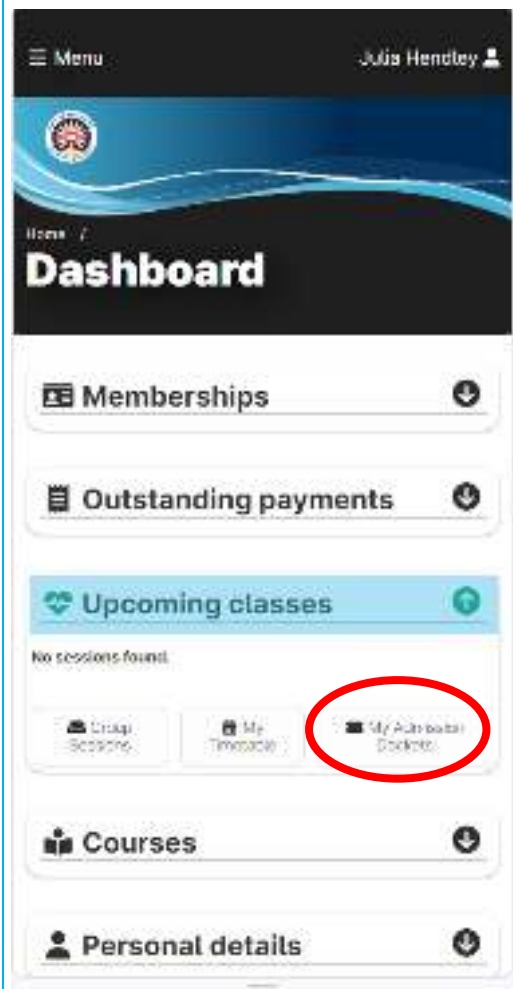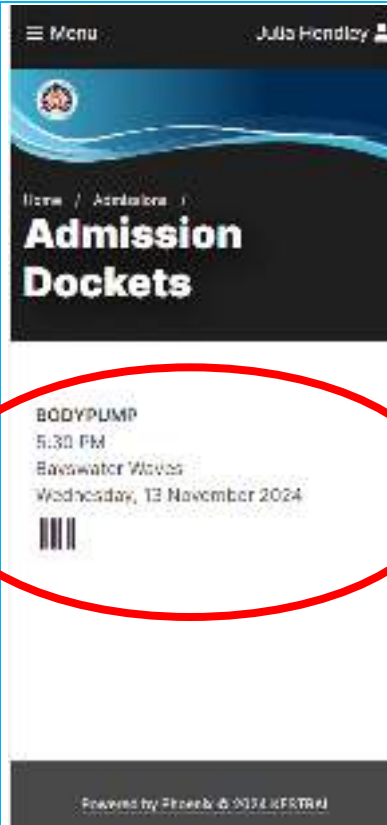| Group Fitness Online Class Attendance Cancellation | Mobile device Screen Shot |
|---|---|
| **1**   Log in to your online portal https://phoenix.bayswater.wa.gov.au <br><br>  <br><br> Once logged in you should be taken to the landing page shown to the right. <br><br> If accessing the portal via the mobile link (app) you will be taken to the Log In page. <br><br> If already logged in you will be taken directly to the Dashboard. |  <br>  |

| 2 | At the Dashboard click on Upcoming Classes |  |
|---|---|---|
| 3 | From the drop-down box select My Admission Dockets on the RHS. |  |
| 2 | | |

| 4 | Select the class you wish to cancel. |  |
| 5 | On the next screen click on Remove Admission. |  |

City of
**Bayswater**
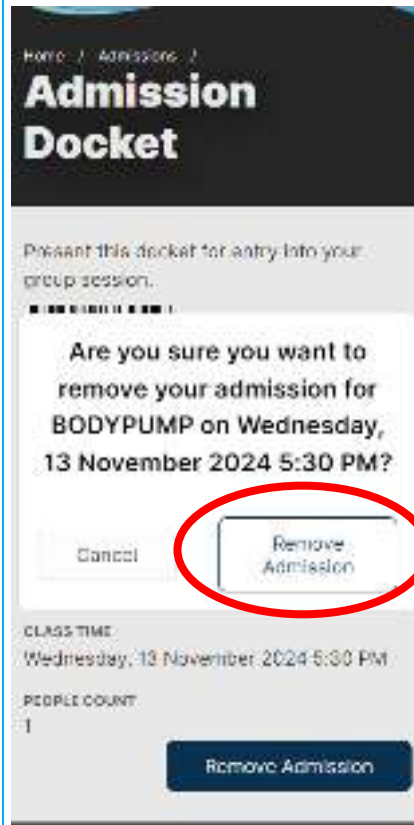
| 6 | When prompted with a pop-up box to confirm removal select 'Remove Admission' |  |
|---|---|---|
| 7 | On the next screen you will receive confirmation that your admission has been cancelled. |  |