



Changing/Cancelling Appointments

On a Laptop or Desktop

First : go to www.maryellenmann.com

* **IMPORTANT: IF YOU DID NOT CREATE A LOGIN PROFILE WHEN YOU BOOKED YOUR APPOINTMENT, YOUR APPOINTMENT IS STILL IN THE SYSTEM BUT YOU WILL NEED TO CREATE A LOGIN PROFILE USING THE SAME EMAIL YOU BOOKED WITH TO SEE, RESCHEDULE, AND CANCEL APPOINTMENTS.**



ON THE HOME SCREEN, CLICK "LOG IN". IF YOU DID NOT CREATE AN ACCOUNT WHEN YOU BOOKED YOUR APPOINTMENT, YOU WILL NEED TO CREATE YOUR ACCOUNT USING THE SAME EMAIL YOU USED TO BOOK YOUR APPOINTMENT.

Log In

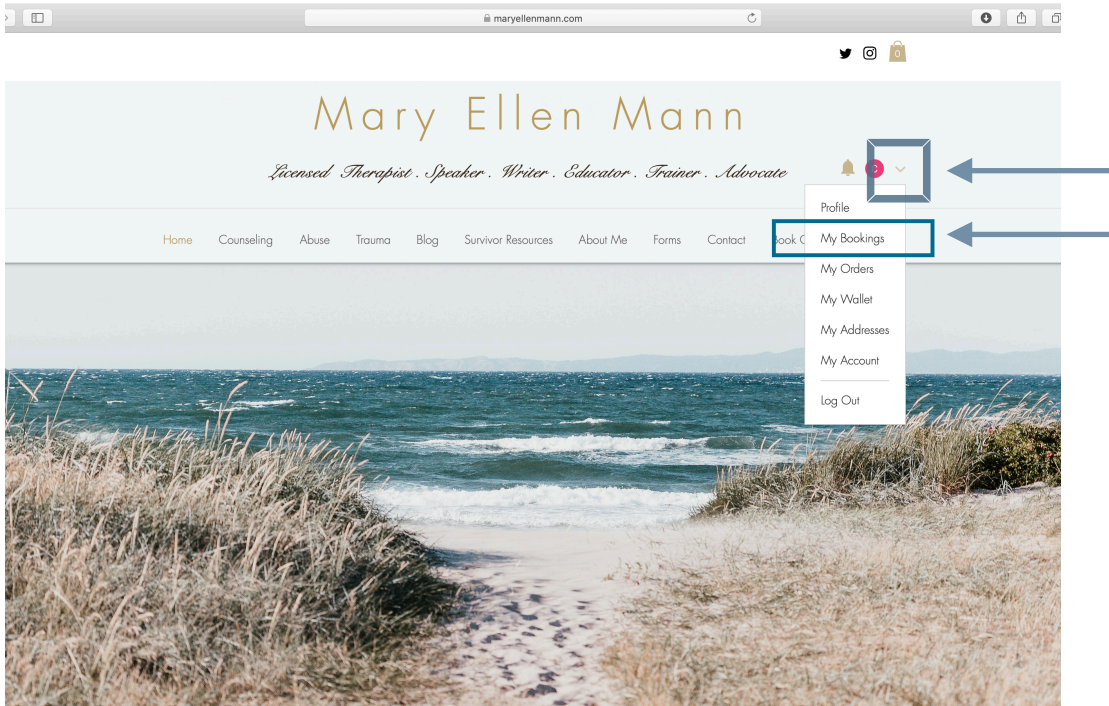
New to this site? [Sign Up](#) ←

Email

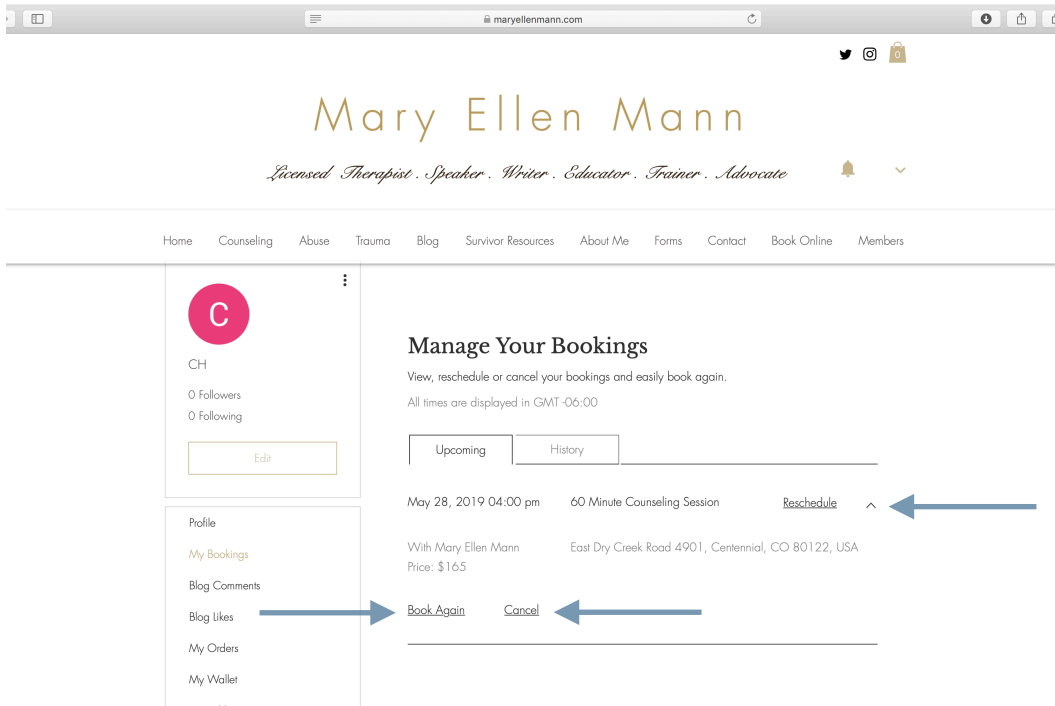
Password

[Forgot password?](#)

EITHER LOG IN WITH YOUR INFORMATION OR CLICK "SIGN UP" TO COMPLETE YOUR PROFILE, USING THE SAME EMAIL YOU USED TO SCHEDULE YOUR APPOINTMENT.



ONCE LOGGED IN, CLICK THE DOWN ARROW IN UPPER RIGHT CORNER, AND SELECT "MY BOOKINGS"



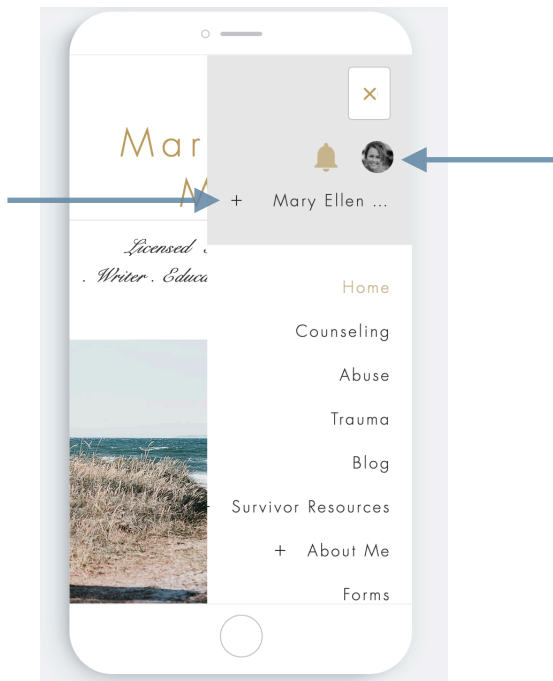
SELECT THE APPOINTMENT YOU WISH TO CHANGE, AND CLICK ON THE ""^"" ON THE RIGHT TO "RESCHEDULE," "BOOK AGAIN," OR "CANCEL" AS APPLICABLE.

On your cell phone

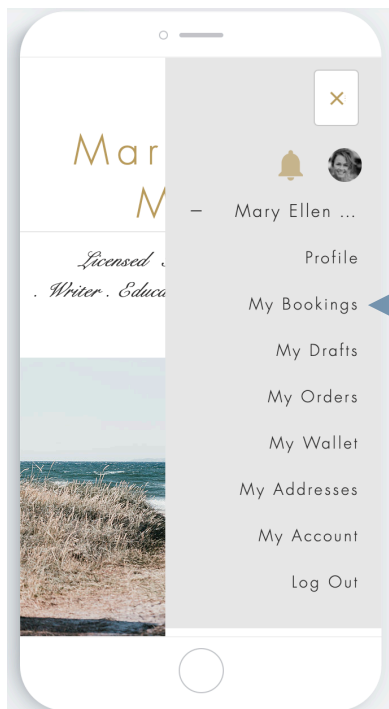
First : go to www.maryellenmann.com



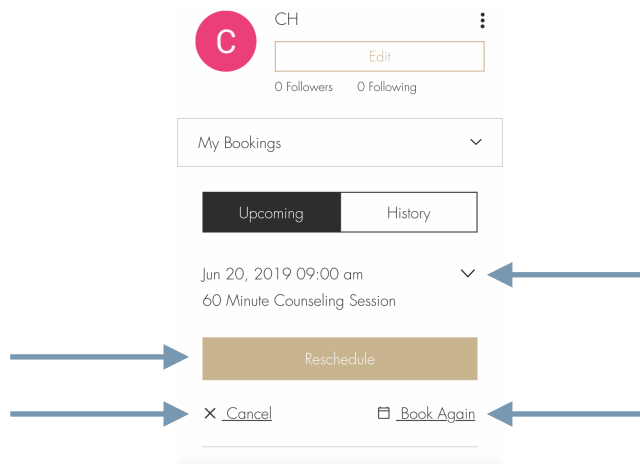
CLICK ON THE THREE HORIZONTAL LINES IN THE UPPER RIGHT CORNER



IN THE DROP DOWN, CLICK "LOG IN" IF YOU DID NOT CREATE AN ACCOUNT WHEN YOU BOOKED YOUR APPOINTMENT, YOU WILL NEED TO CREATE YOUR ACCOUNT USING THE SAME EMAIL YOU USED TO BOOK YOUR APPOINTMENT. YOU WILL THEN SEE YOUR ACCOUNT INFORMATION POPULATE AT THE TOP OF THE DROPDOWN. CLICK ON THE "+" TO SEE YOUR ACCOUNT OPTIONS.



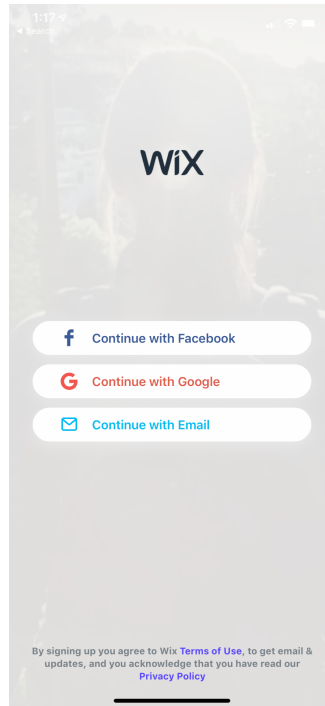
IN YOUR ACCOUNT OPTIONS, CLICK ON "MY BOOKINGS"



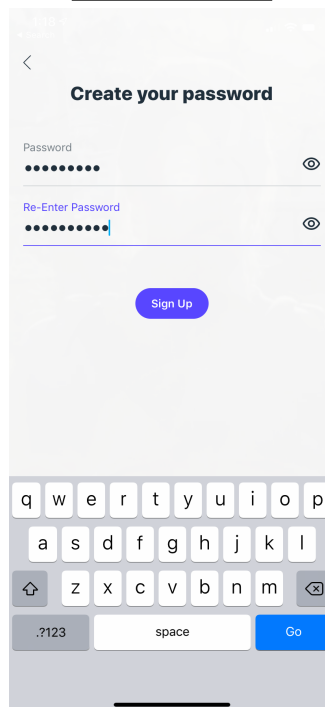
CLICK ON THE APPOINTMENT YOU WISH TO CHANGE, AND SELECT "RESCHEDULE," "BOOK AGAIN," OR "CANCEL" AS APPLICABLE.

On the Wix App

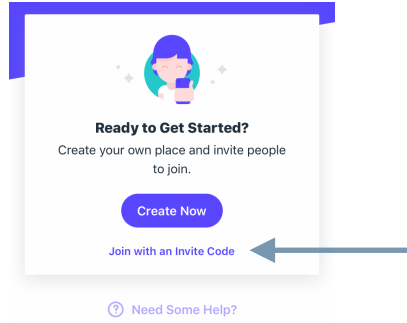
First : Download the Wix app and use the code OBZG06 to join OR use this [direct link](#) to join the Mary Ellen Mann page to book and cancel appointments.



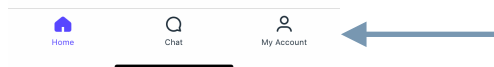
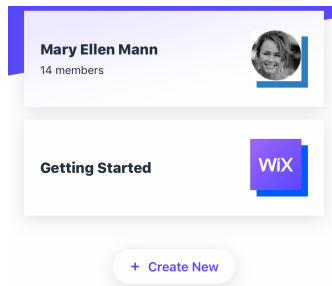
CREATE AN ACCOUNT, USING THE SAME EMAIL YOU USED TO BOOK YOUR APPOINTMENT.



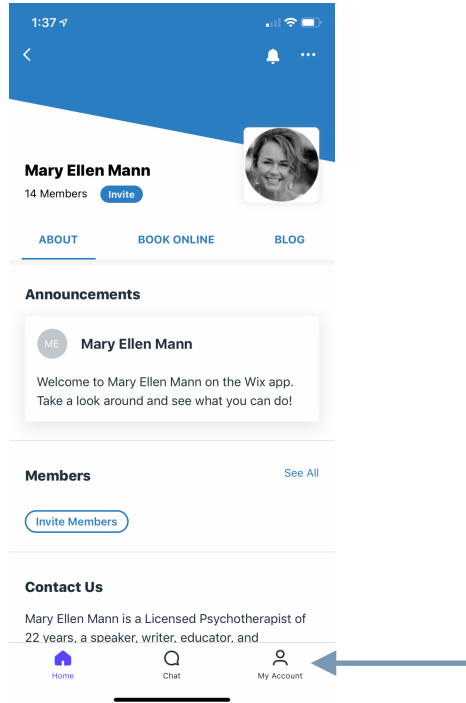
CLICK "SIGN UP" TO COMPLETE YOUR ACCOUNT



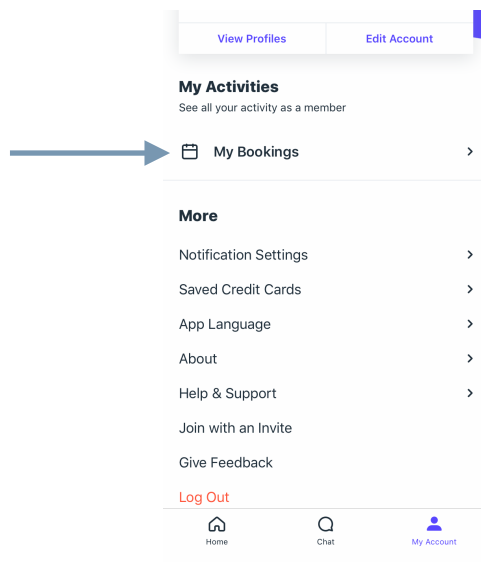
IF USING THE PROVIDED CODE, CLICK "JOIN WITH AN INVITE CODE," AND ENTER OBZG06 TO BE LINKED TO THE MARY ELLEN MANN PAGE.



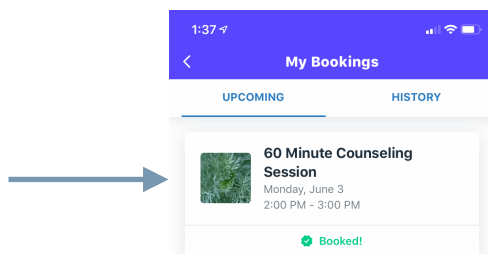
ONCE LOGGED IN, ON YOUR WIX HOMESCREEN SELECT "MY ACCOUNT" ON THE BOTTOM RIGHT OF THE SCREEN TO ACCESS YOUR BOOKINGS.



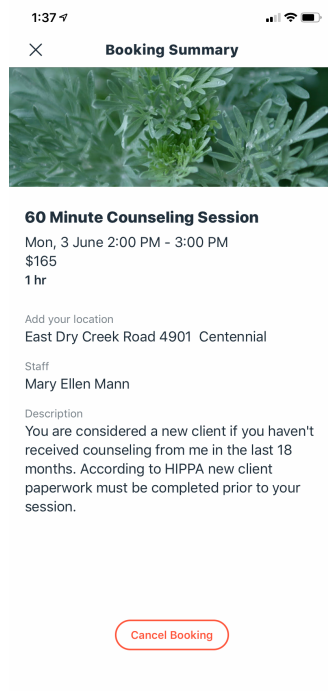
YOU CAN ALSO ACCESS YOUR ACCOUNT AT ANY TIME ON THE MARY ELLEN MANN PAGE BY SELECTING "MY ACCOUNT" AT THE BOTTOM RIGHT OF THE SCREEN.



CLICK "MY BOOKINGS."



CLICK ON THE BOOKING YOU WANT TO CANCEL



CLICK "CANCEL BOOKING." NOTE: APPOINTMENTS CANNOT BE RESCHEDULED FROM THE WIX APP, BUT YOU CAN GO TO THE HOMEPAGE AND BOOK A NEW APPOINTMENT.



Mary Ellen Mann

Licensed Therapist . Speaker . Educator . Advocate