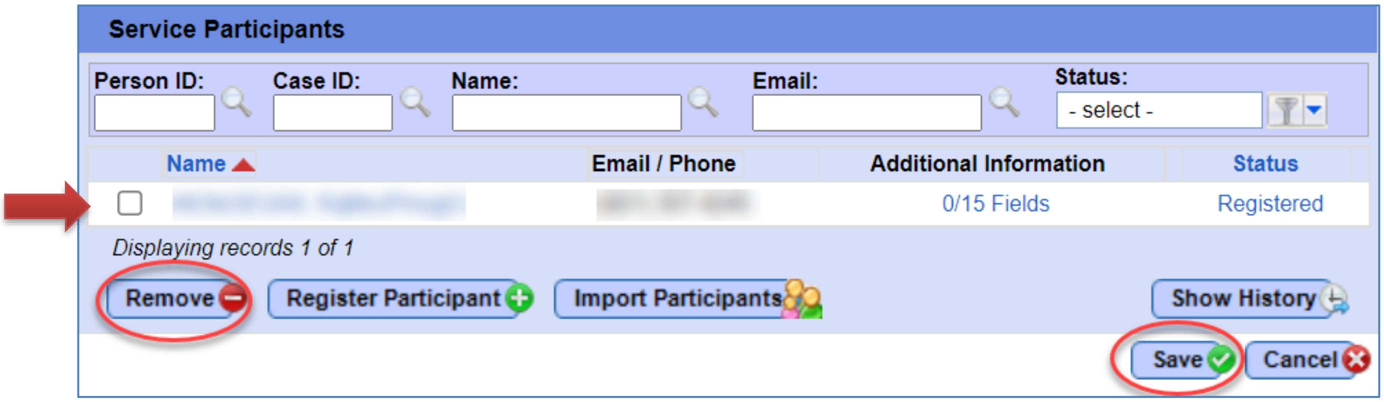
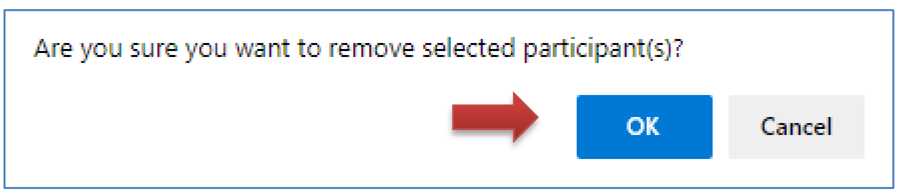
# How to Remove a Participant

To remove a participant from a service, select the checkbox next to the participant name in the Service Participants list.




Then click the Remove button. A warning will be displayed asking you to confirm you wish to remove the participant(s). Select OK.




There are business rules that may result in one or more messages when you try to remove a participant:

- If no participant has been selected, an error will display: "No participant has been selected to remove"

- If remove is selected for an Individual service and the participant has existing sessions, a warning will display: "One or more participants have at least one Session date recorded  Are you sure you want to remove selected participant(s)?"

This business rule is to prevent you from inadvertently removing a participant who has participated in sessions.

If a participant is removed from a service and there are others on the waitlist, providing there number of registered or pre-registered participants has dropped below the maximum, a warning will display to prompt you to consider registering a participant from the waitlist.