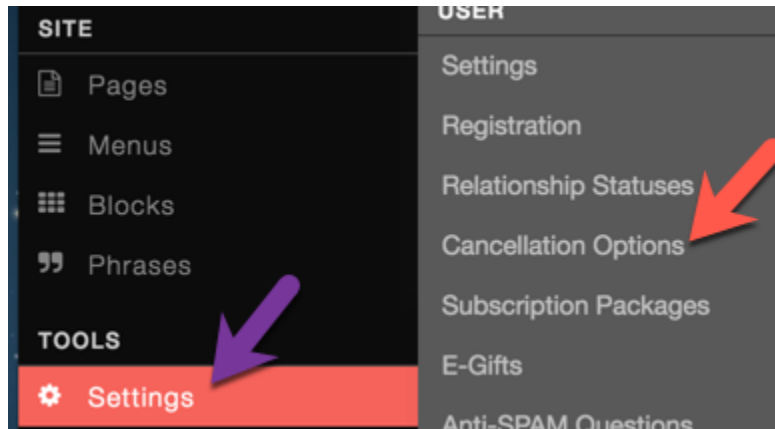# Managing and Creating User Cancellation Options

When users cancel their accounts, they can select a reason for doing so. If you want to add, edit or remove those options, this tutorial will help you do that.
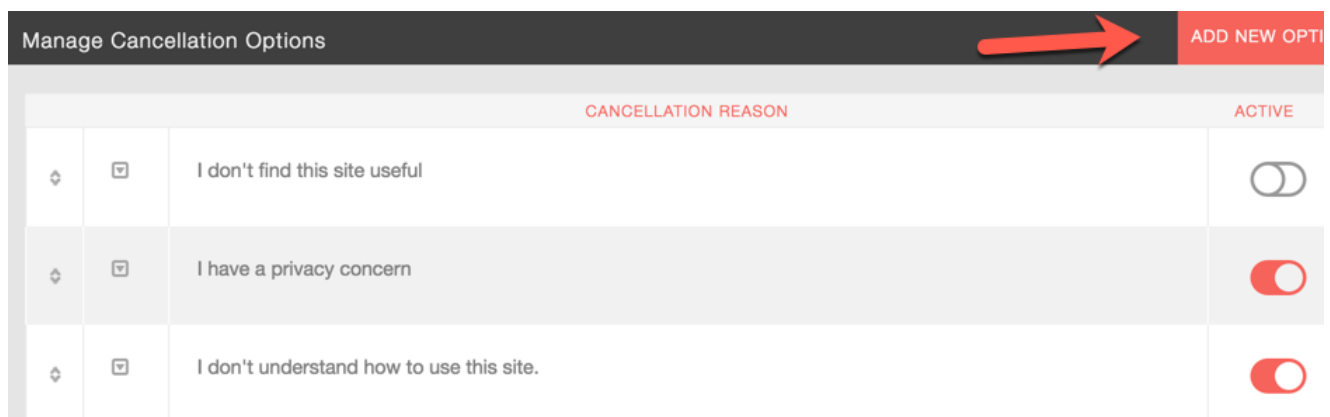
- Adding Cancellation Options
- Editing Cancellation Options
- Arranging Cancellation Options

- Click Settings and choose Cancellation Options under the User settings menus.

Once you open the Cancellation Options, you'll see a list of all of the current Cancellation Options on the right.

Adding Cancellation Options

- Click Add New Option

- Fill in the fields for the popup to add the option and submit when done.

Add Cancellation Options

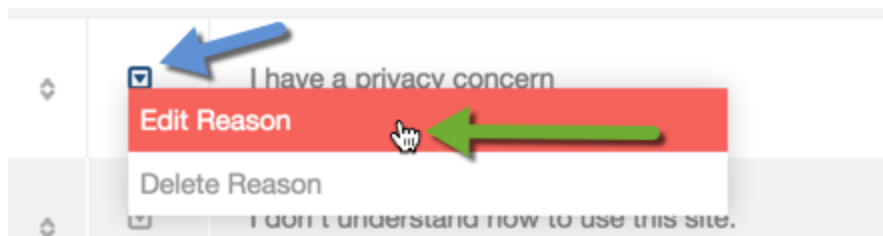***Cancellation Reason:**

Boring

saai

aburrido

расточка

*Is Active:

Yes   No

Submit

Editing Cancellation Options

- Click the arrow to the left of the option you want to manage and choose Edit Reason.

I have a privacy concern

Edit Reason

Delete Reason

I don't understand how to use this site.

- In the popup, edit what you need and Submit.

*Cancellation Reason:

I'm getting too much email from this site.

Ich bekomme zuviele Mails von dieser Seite.

Estoy recibiendo muchos Emails de este Sitio

I'm getting too much email from this site.

*Is Active:

Yes   No

Submit

Arranging Cancellation Options

To arrange the options in any order you want, just click to the left and drag them up or down.

	▾	Boring
	▾	I'm bored with this site.