

**QRG11 – QUICK REFERENCE GUIDE**

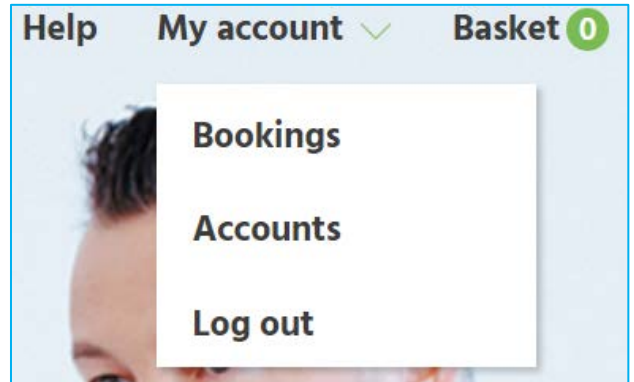
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# Amending your Bookings



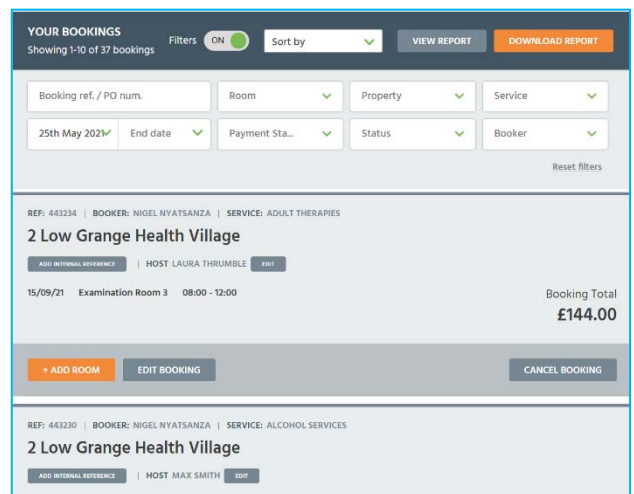
### Accessing your Bookings

- Go to the My Account Dropdown menu and select the **[BOOKINGS]** option.



### Amending the Internal Reference and Host

- A list of all your upcoming bookings will be displayed on the screen
- To edit the host, click on **[EDIT]** next to the name of your host.
- Select a new host from the list and click on **[UPDATE]**.
- If they are not listed, click on **[ADD NEW HOST]** and input the host's names, phone number and email address and click on **[UPDATE]**.
- To edit or add an internal reference, click on **[ADD INTERNAL REFERENCE]**
- Input your own internal reference and click on **[ADD]**

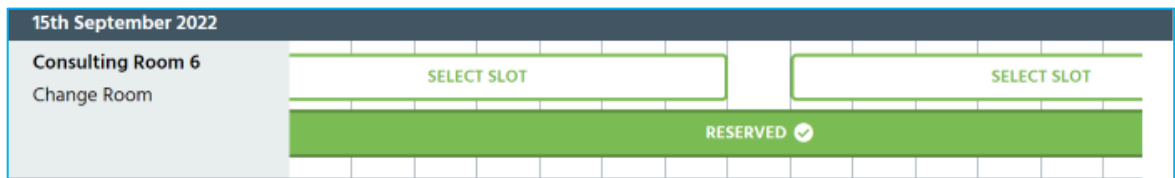
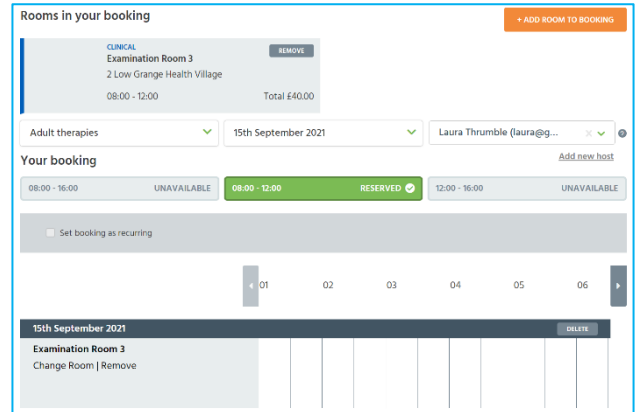


### Amending the Date and Time

- If you wish to make changes to the date of a booking, you can only do so, if your booking has not fully paid.
- Once a booking has been paid for, you will only be able to make changes to the host and the internal reference as shown above. Otherwise, you will need to cancel the booking and rebook.
- To change the date of your booking, Click on **[EDIT BOOKING]**.



- On the next screen, you will have the option to make changes the date and time (Subject to availability).
- For single bookings, To change the date, click on the drop down and select a new date from the calendar.
- Once you have selected your new date, you will then need to select you booking slot.
- Next, click on save changes to confirm the amendments you have made.
- For recurring bookings, you will only be able to change the time on the day. If you need to amend the date, you will need to cancel and rebook that specific booking.
- To change the time on any booking, unselect the current time slot and then click on the new time slot.



**Amending the Room**

- To change the room, select the booking you wish to change and click on **[CHANGE ROOM]**.
- From the list of room options, click on the room you wish to change to and click on **[BOOK]**.
- The booking will now be updated and reflected on the bookings list.
- Once you have completed all your changes and amendments, click on **[SAVE CHANGES]**.

