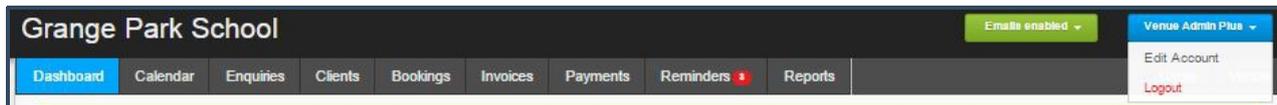


Change your BookingsPlus password

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It's quick & easy to change your password within BookingsPlus.

Just log-in using your existing details. Once logged in, click on the blue button in the top right hand side with your name & select Edit Account.

A screenshot of the "Edit User" form. The form is titled "Edit User" and contains several input fields. The "First name" field contains "Venue Admin". The "Last name" field contains "Plus". The "Email" field contains "vaplus@example.com". The "Default venue" is a dropdown menu set to "Grange Park School". There are three password fields: "Password (leave blank if you don't want to change it)", "Password confirmation", and "Current password (enter your current password)". At the bottom of the form are two buttons: "Update" (in blue) and "Back" (in grey).

Amend your password, confirm your new password & also enter your current password. Once you click [Update](#) the changes will take place.

You can also [change your default venue](#) from this screen. Useful if you have are managing the lettings for more than one venue.
