Cancel a booking from the calendar

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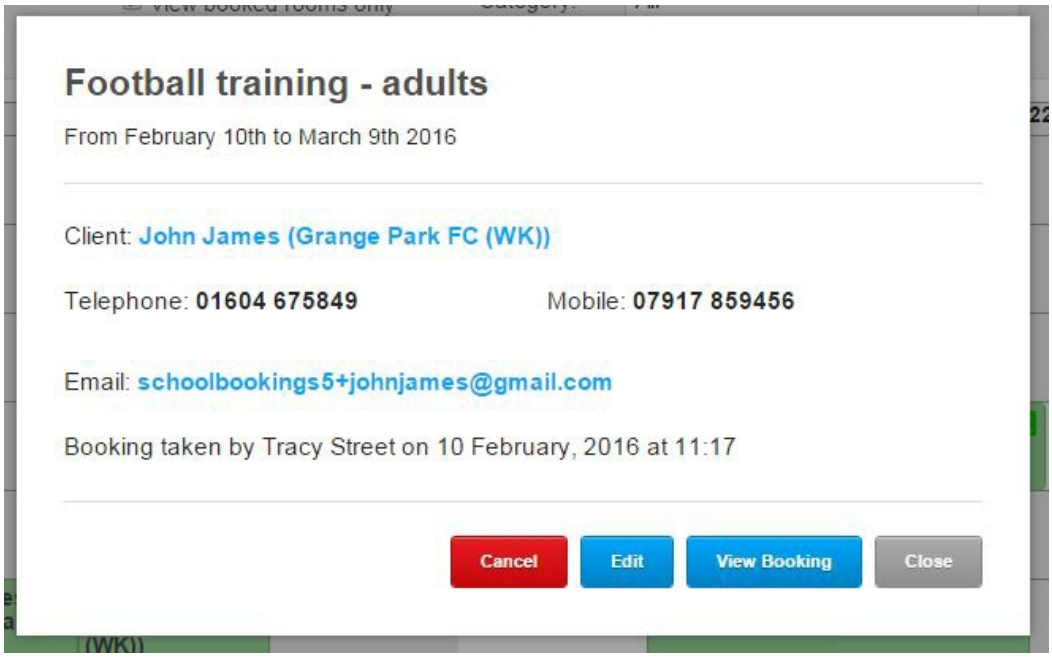
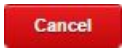
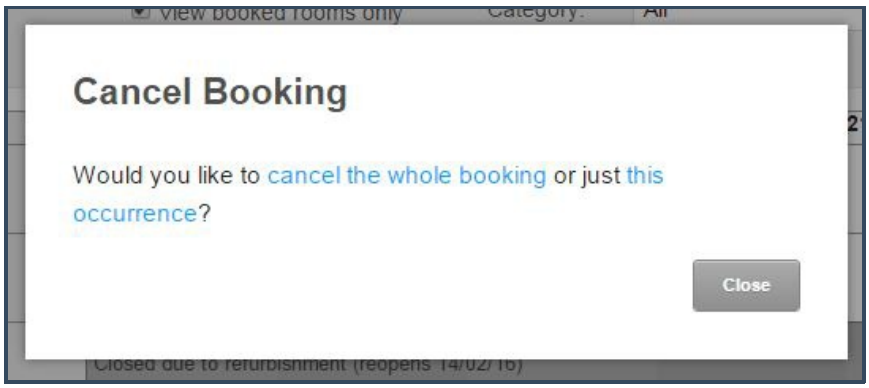
You are able to cancel bookings directly from the **Calendar** tab. There's a few things to bear in mind when using this method, so the examples below will illustrate this.

TIP - the recommended cancellation method is via the **Bookings** tab. Click here to see Cancel a Booking

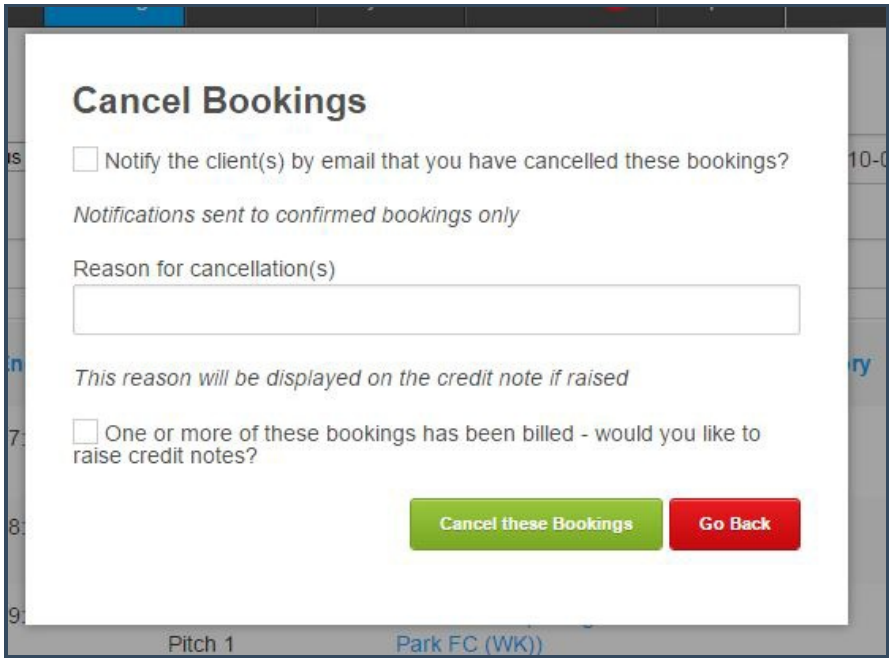
From the **Calendar** tab, click on the booking you wish to cancel.



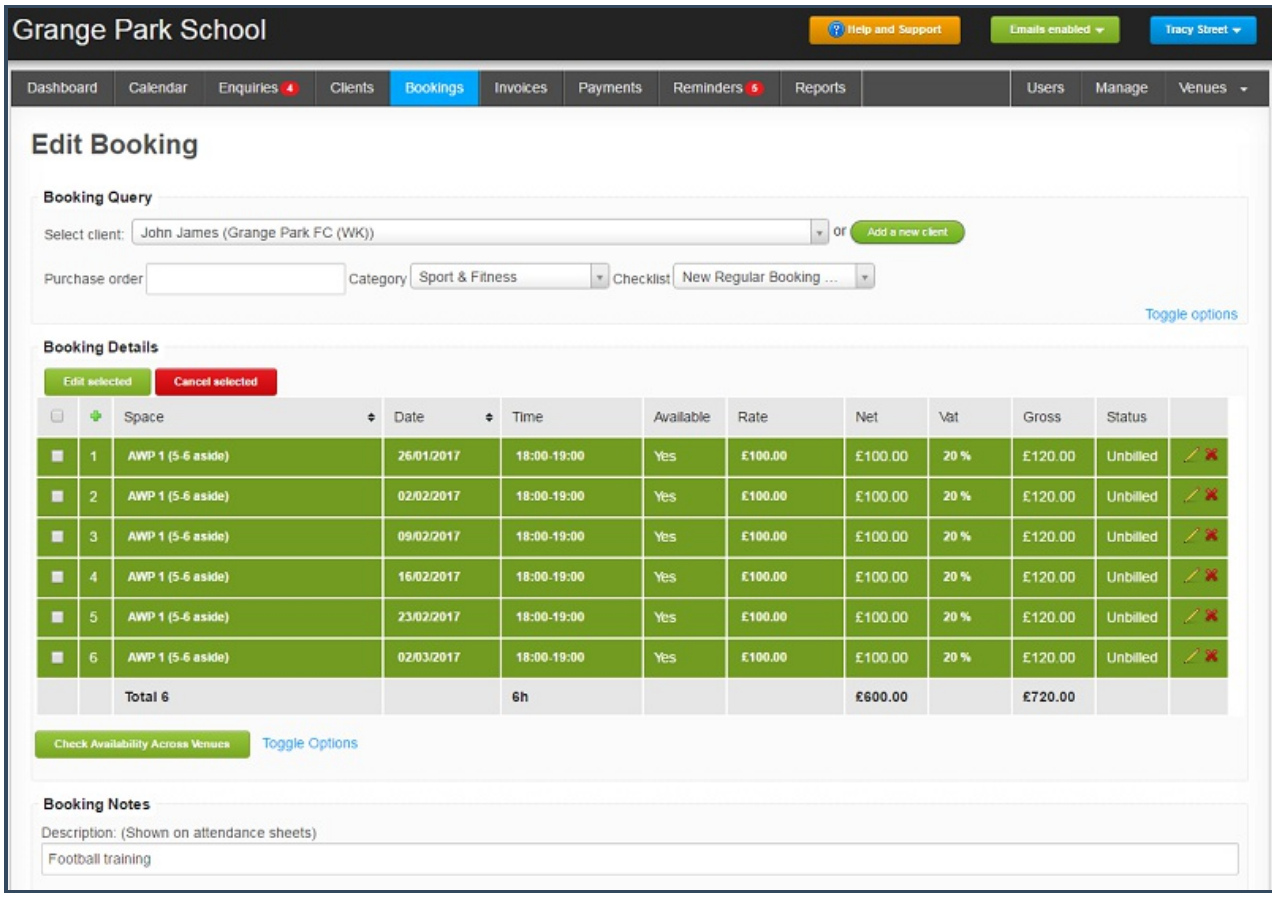
Click  and a pop-up will appear whether you wish to delete.



If 'this occurrence' is selected, the pop-up below will appear, allowing you to communicate the cancellation to your client (confirmed bookings only).



If 'cancel the whole booking' is selected, you will be taken to the Edit Booking page. At this point, you can select the bookings you wish to cancel by ticking the box on the left hand side of the green table. Once complete, click **Cancel selected** .



The cancellations pop-up will then appear, allowing you to communicate the changes with your client & give credit notes if appropriate.