

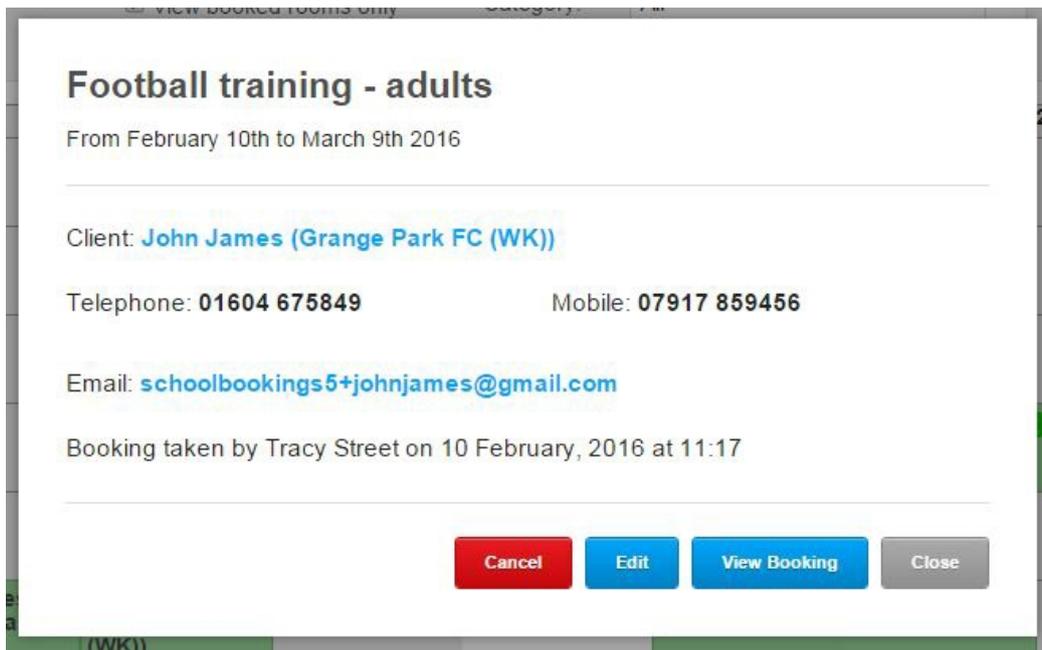
# Cancel a booking from the calendar

Last Modified on 06/11/2020 9:36 am GMT

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](#)

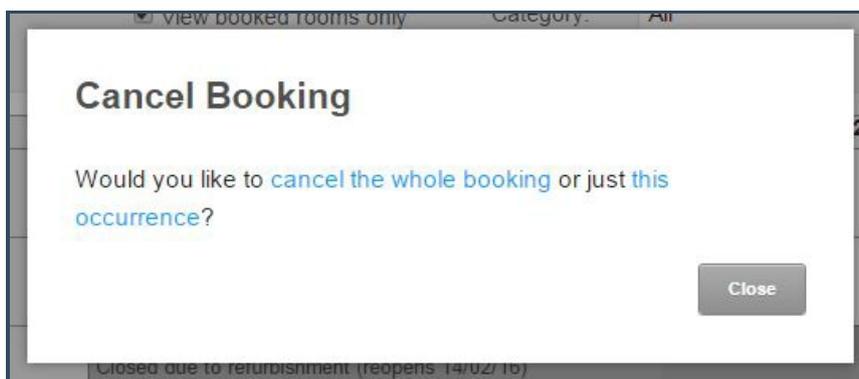
From the **Calendar** tab, click on the booking you wish to cancel.



The screenshot shows a pop-up window with the following content:

- Football training - adults**
- From February 10th to March 9th 2016
- Client: [John James \(Grange Park FC \(WK\)\)](#)
- Telephone: **01604 675849**      Mobile: **07917 859456**
- Email: [schoolbookings5+johnjames@gmail.com](mailto:schoolbookings5+johnjames@gmail.com)
- Booking taken by Tracy Street on 10 February, 2016 at 11:17
- Buttons: **Cancel** (red), **Edit** (blue), **View Booking** (blue), **Close** (grey)

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



The screenshot shows a pop-up window titled "Cancel Booking" with the following content:

- Would you like to [cancel the whole booking](#) or just [this occurrence](#)?
- Close button (grey)

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

## Cancel Bookings

Notify the client(s) by email that you have cancelled these bookings?  
*Notifications sent to confirmed bookings only*

Reason for cancellation(s)

*This reason will be displayed on the credit note if raised*

One or more of these bookings has been billed - would you like to raise credit notes?

Pitch 1 Park FC (WK)

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  .

## Grange Park School

Dashboard Calendar Enquiries 4 Clients Bookings Invoices Payments Reminders 5 Reports Users Manage Venues

### Edit Booking

Booking Query

Select client: John James (Grange Park FC (WK)) or

Purchase order  Category Sport & Fitness Checklist New Regular Booking ... [Toggle options](#)

#### Booking Details

<input type="checkbox"/>	<input type="checkbox"/>	Space	Date	Time	Available	Rate	Net	Vat	Gross	Status	
<input type="checkbox"/>	<input type="checkbox"/>	AWP 1 (5-6 aside)	26/01/2017	18:00-19:00	Yes	£100.00	£100.00	20%	£120.00	Unbilled	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	AWP 1 (5-6 aside)	02/02/2017	18:00-19:00	Yes	£100.00	£100.00	20%	£120.00	Unbilled	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	AWP 1 (5-6 aside)	09/02/2017	18:00-19:00	Yes	£100.00	£100.00	20%	£120.00	Unbilled	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	AWP 1 (5-6 aside)	16/02/2017	18:00-19:00	Yes	£100.00	£100.00	20%	£120.00	Unbilled	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	AWP 1 (5-6 aside)	23/02/2017	18:00-19:00	Yes	£100.00	£100.00	20%	£120.00	Unbilled	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	AWP 1 (5-6 aside)	02/03/2017	18:00-19:00	Yes	£100.00	£100.00	20%	£120.00	Unbilled	<input type="checkbox"/>
		<b>Total 6</b>			<b>6h</b>		<b>£600.00</b>		<b>£720.00</b>		

[Toggle Options](#)

#### Booking Notes

Description: (Shown on attendance sheets)

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

