

How to: Amend or Cancel a group booking

Time or location can be updated if needed, also if the group cannot attend the booked time, the booking will need to be cancelled to allow the space to be used by others – these can only be done by the person who made the booking

Select the booking name from your agenda

Monday 19th February 2018

18:00 - 19:30 Reservation (862-350)

Category: PUB Student Group Booking

Date & time: 19/2/2018 18:00 - 19:30

Location: 862-350

Description:

Primary: Blaze Glory Piano (B.Glory)

Participants: Ash G. O. Instrume (a.glory), Summer Glory IC (S.Glory)

Click here to cancel booking

Save Cancel

Amend the start or finish times
Or the location
Update/change the other students who will be attending the booking
Cancel the booking if it is no longer required
Or save your updates

If you cancel, a pop-up will ask you to confirm the cancellation.

Category: PUB Student Group Booking

Date & time: 19/2/2018 18:00 - 19:30

Location: 862-350

You are about to cancel the event:
Reservation
Do you wish to proceed?

Yes No

Click here to cancel booking

Save Cancel

Your agenda will now show the cancelled event as crossed out

Monday 19th February 2018

~~18:00 - 19:30~~ Reservation