Canceling a Booking

1. Under Reservations, click View My Requests to open the Reservation Summary page.
2. Select the reservation request for which you are canceling one or more bookings. The Reservations Details tab on the Reservation Summary page displays summary information for the selected reservation and all its bookings.

3. Click the Cancel icon next to the booking that you want to cancel.
4. A pop-up screen will appear asking the reasons for the event’s cancelation. Filling out this information is required. Once you have filled out this screen, click Cancel Booking(s).