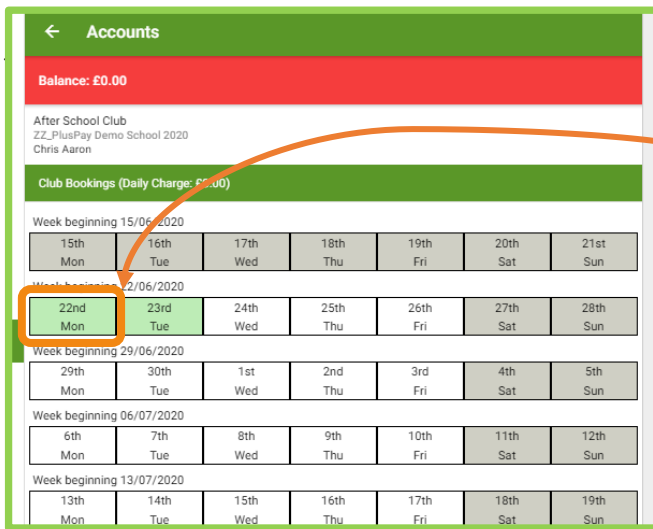# Editing/Cancelling a Booking

Within the ParentMail App, head to the **Accounts** section and select your chosen register. You will see a calendar view.

All the **greyed-out** days are not available to book or past dates

Green days are days where you have chosen a booking

Orange days are in your basket, ready for you to pay for (if applicable) and confirm

Unhighlighted days you have not yet booked for.

To **Edit** or **Cancel** a booking, click on the day you need to cancel.

You will then have the week listed for you again. To edit a booking, you simply change where you have previously ticked. To cancel, just select **No Choice**. **Confirm** when you are ready.

Note: If you cancel bookings you have paid for, the balance will show in your child's balance at the top of the Accounts section. This will <u>not</u> go back to the payment card, unless you request a refund from the school, who can process it for you. Otherwise it will be on the balance available for you use next time.