Editing/Cancelling a Booking

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

Г									
	Acc Balance: £0.	ounts						L	All
									pas
	After School Cl ZZ_PlusPay Den Chris Aaron	ub no School 2020						\vdash	Gre
	Club Bookings	(Daily Charge: F							
	Week beginning 15/06/2020								Ora
	15th	16th	17th	18th	19th	20th	21st		<u> </u>
	Mon	Tue	Wed	Thu	Fri	Sat	Sun		for
L	West besieve	2/06/2020							
	22nd	23rd	24th	25th	26th	27th	28th		
	Mon	Tue	Wed	Thu	Fri	Sat	Sun		Un
	Week beginning 29/06/2020								
Г	29th	30th	1st	2nd	3rd	4th	5th		
	Mon	Tue	Wed	Thu	Fri	Sat	Sun		
	Week beginning 06/07/2020								To F
	6th	7th	8th	9th	10th	11th	12th		10 6
	Mon	Tue	Wed	Thu	Fri	Sat	Sun		need
	Week beginning 13/07/2020								
	13th	14th	15th	16th	17th	18th	19th		
	Mon	Tue	Wed	Thu	Fri	Sat	Sun		

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.

	After School Club	CLOSE					
	Chris Aaron	1					
	Total £0.00 - Daily Charge £0.00						
	Mondey 22nd June	<u> </u>					
	After School Club	- 6					
	No Choice						
l	15:00 - 17:00						
	After School Club	- 18					
	No Choice	7					
	15:00 - 17:00 🚍						
	Wednesday 24th June						
	After School Club						