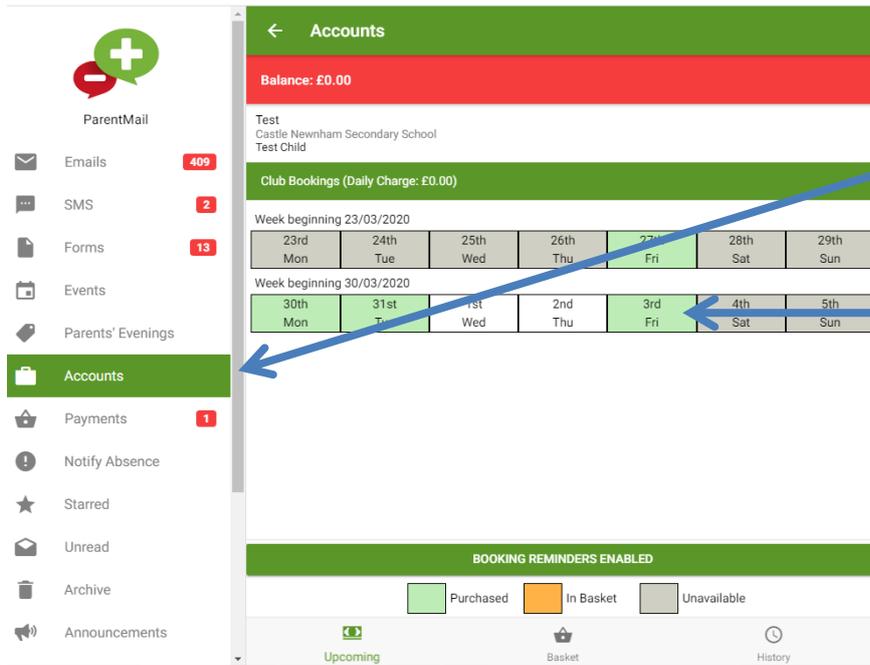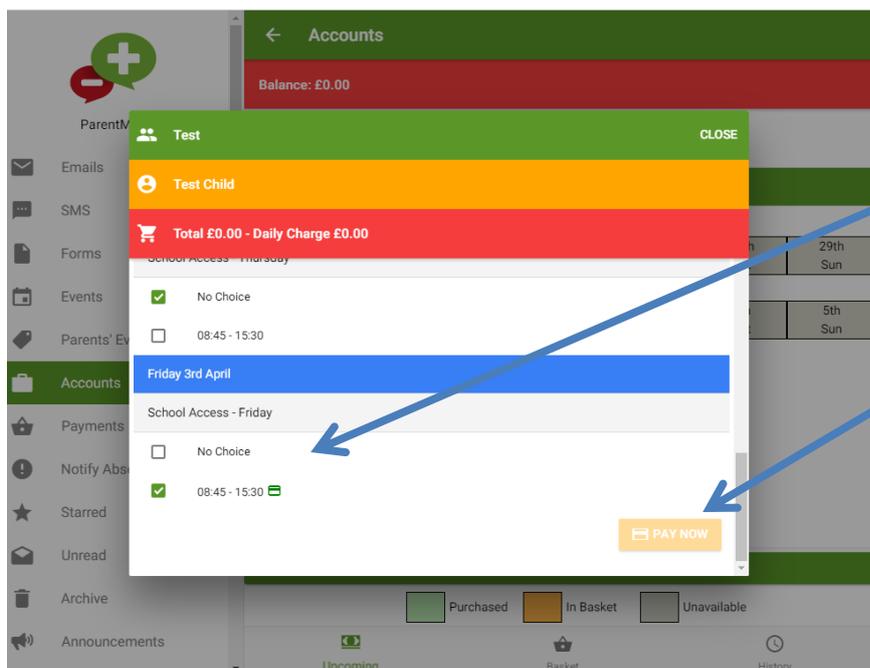# INSTRUCTIONS ON HOW TO CANCEL A BOOKING

1. Login to ParentMail as normal and go back into 'Accounts'
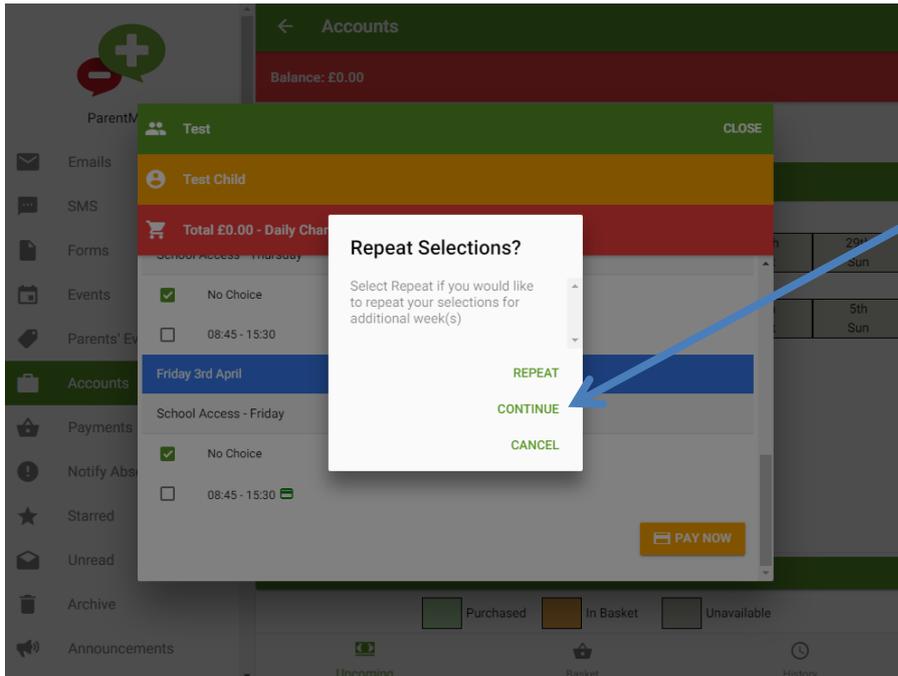
2. Select the date you want to cancel by clicking on the green box
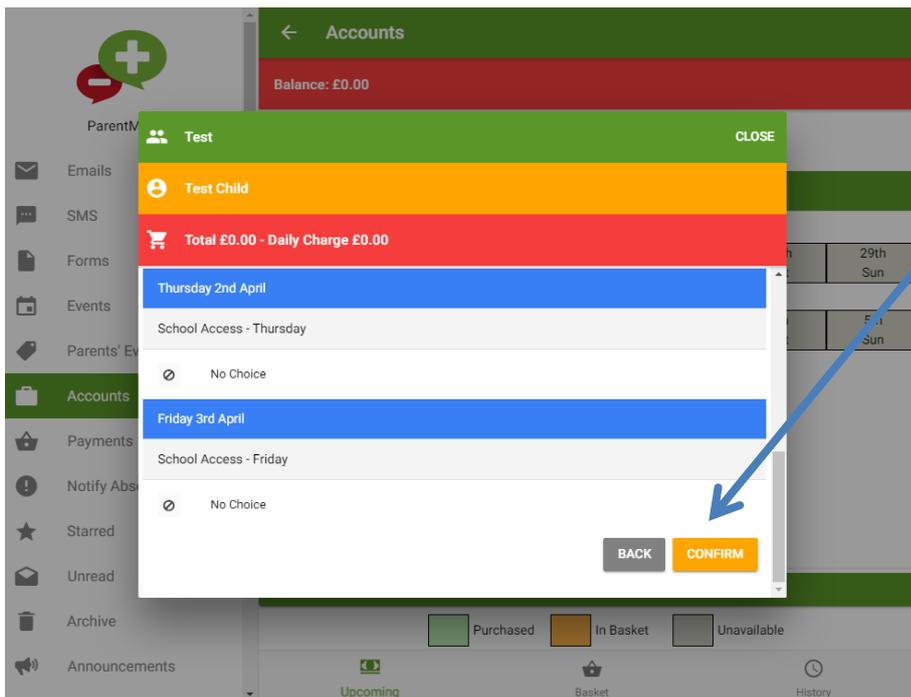

3. Scroll down the list until you find the date you need and then tick the 'No choice' box

4. Scroll down to the bottom to select 'Pay now

INSTRUCTIONS ON HOW TO CANCEL A BOOKING

5. Select continue then preview your selections again to check it's correct

6. Scroll down to the bottom and click on confirm

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7. Click 'complete

8. You will then see this message – your booking will have been updated