INSTRUCTIONS ON HOW TO CANCEL A BOOKING

	•	^									
	•		Balance: £0.00								
ParentMail Test Castle Newnham Secondary School Test Child											
\searrow	Emails 40	9	Club Bookings (Daily Charge: £0.00)								
	SMS	2	Week beginning 23/03/2020								
	Forms	3	23rd Mon	24th Tue	25th Wed	26th Thu	271 Fri	28th Sat	29th Sun		
	Events		Week beginning 30th	30/03/2020 31st	ıst	2nd	3rd	4th	5th		
	Parents' Evenings		Mon	T	Wed	Thu	Fri	Sat	Sun		
	Accounts										
ô	Payments										
0	Notify Absence										
\star	Starred										
	Unread		BOOKING REMINDERS ENABLED								
Î	Archive				Purchased	In Basket	. U	Inavailable			
((1)	Announcements		Lie			Pasket		C)		

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

INSTRUCTIONS ON HOW TO CANCEL A BOOKING

		Î	← Accounts						
	Ģ		Balance: £0.00						
	ParentN	Basket Summa	ry			CLOSE	7. Click 'complet		
\leq	Emails	Items in Basket							
	SMS	Test - Week #14 (30-Mar-2020 to 05-Apr-2020)				£0.00			
	Forms	Quantity		1	Ŧ	× REMOVE	n 29th Jan		
	Events					Total: £0.00	5th		
	Parents' Ev						Sun		
	Accounts								
ô	Payments								
0	Notify Abs								
*	Starred								
	Unread								
Î	Archive			Purchased	In Basket	Unavailable			
(Announcem	nents 🗸	Upcoming		Basket		History		



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