Cancelling a Single Booking Reservation

1. Login to the Room Reservation System and select the *My Events* button from the navigation pane. If needed, the navigation pane may be opened using the menu symbol (≡).

2. From the *My Events* page, select the *Name* of the reservation you would like to cancel.

3. Details about the selected reservation will be displayed. In the *Reservation Tasks* area *Booking Tools* list, select *Cancel Reservation.*
4. In the *Cancel Reservation* pop-up, select a *Cancel Reason* and, if desired, add *Cancel Notes*. Then, click *Yes, Cancel Reservation*.

5. Your reservation has been cancelled. You will be returned to the *Reservation* Details screen where you can confirm the *Bookings* list for the reservation is now empty.