Cancelling a Recurring (Multiple Booking) Reservation Booking

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 recurring reservation you would like to cancel.

3. Details about the selected reservation will be displayed. In the Bookings list, select the minus symbol (-) to cancel a single booking in the reservation.
4. In the *Cancel Reservation* pop-up, select a *Cancel Reason* and, if desired, add *Cancel Notes*. Then, click *Yes, Cancel Reservation*.

![Cancel Reservation Pop-up](image)

5. Your reservation booking has been cancelled. You will be returned to the *Reservation Details* screen where you can confirm remaining bookings in the *Bookings* list.