Postponing a Group Booking

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1. From the booking screen, find the event you want to postpone.

2. Accept into the booking.

3. It is a good idea to add some notes to the itinerary. I am going to note how many this is booked for and what date it was postponed.
4. We need to amend the number of people to 1, and slots to 1.

5. Select in the date field (this is to refresh the toolbars).
6. Then from the top toolbar select ‘Move’.

COVID - 19: Due to the number of bookings which might have to be postponed, we are recommending that all bookings are moved to a date which is memorable. I will be using Christmas Day.

7. Select the date your team have decided

8. Select a slot, and then accept. Or select and then select.

9. You have now moved the booking.
We reduced the number of people and slots to 1 so that only 1 slot is used on the booking screen, and more can be added to the date.