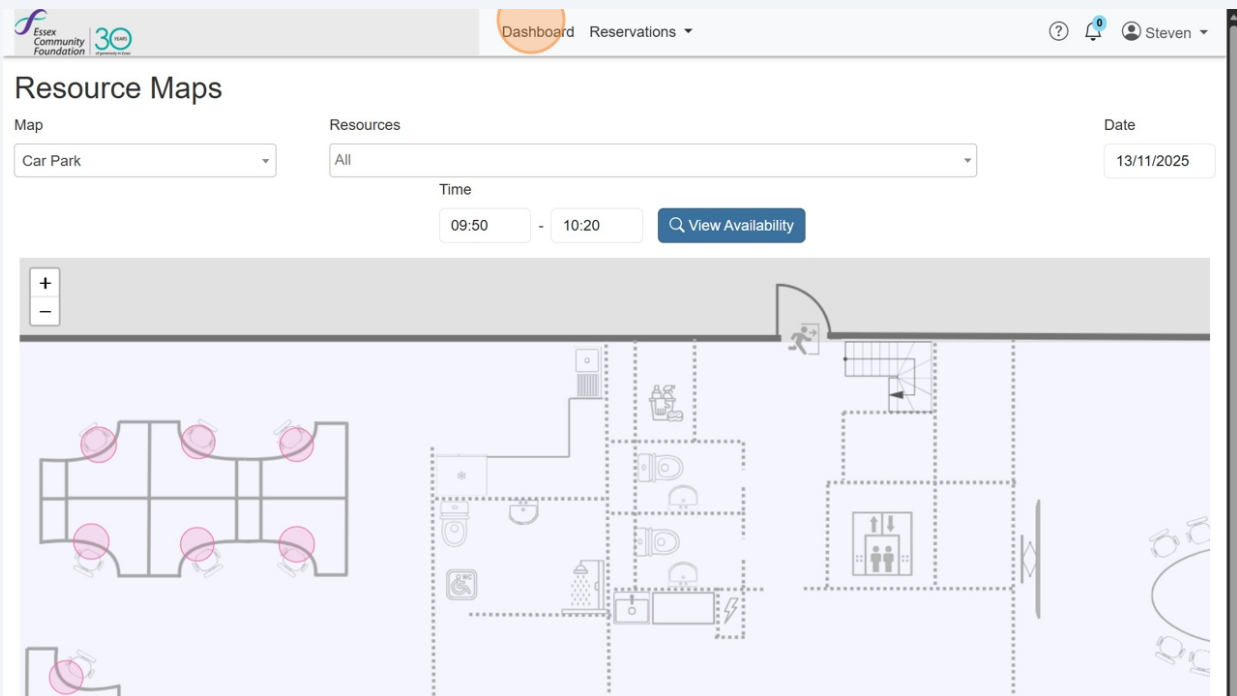


How to amend or delete a booking

This guide provides a process for amending or deleting bookings to help you easily manage your reservations.

1 Click "Dashboard"



2

Your bookings during the current week will be displayed on the dashboard. Click on the booking you wish to change. **If your booking is further into the future go to step 6.**

The screenshot shows a dashboard with three main sections:

- Announcements 2:** Contains a link to "Terms and Conditions by clicking this link" and a note: "Please ensure you cancel your reservation if you no longer need it, so other users can book the space."
- Upcoming Reservations 1:** A table showing reservations for today, tomorrow, later this week, and next week. The next week entry shows a reservation for "The Booth" on Monday, 17/11 at 10:00 and 14:00 by Steven Mackenzie. An orange circle highlights the "The Booth" entry.
- Resource Availability 1:** A list of resources with their availability and a "Reserve" button. The resources are:
 - The Booth:** Available At Monday, 17/11 14:00
 - Shirley Room:** Available At Tuesday, 18/11 16:30
 - Tolhurst Room:** Available At Monday, 17/11 16:00
 - Desk 1:** Available At Tuesday, 18/11 16:00
 - Desk 2:** Available At Friday, 14/11 17:00

3

You can use the next screen to update your booking details or delete it (e.g. change the date or number of attendees).

The screenshot shows the "Change Reservation" form with the following details:

- Owner:** Steven Mackenzie
- Begin:** 17/11/2025 10:00
- End:** 17/11/2025 14:00
- Duration:** 4 hours
- Repeat:** Does Not Repeat
- Resources:** 1 (The Booth)
- Accessories:** 0
- Reminders:** 1 days before the start time, 30 minutes before the end time
- Additional Information:**
 - Booking Purpose: For Testing
 - Please state the approximate number of attendees: 4
 - I agree to the Hubs Terms and Conditions: ☒
- Reference Number:** 4EF3B151

Buttons at the top right: Close, Delete, Update.

4 Make your changes and click update

Essex Community Foundation 30th Anniversary

Dashboard Reservations ▾

Steven ▾

Change Reservation

Close ▾ Delete Update

Owner
Steven Mackenzie

Begin 25/11/2025 10:00 ▾ **End** 25/11/2025 14:00 ▾ 4 hours [View Availability](#)

Repeat Does Not Repeat ▾

Resources 1 [Change](#) + **Accessories** 0 [Add](#) +

The Booth ⓘ ⓘ ⓘ

Reminders
☒ 1 days ▾ before the start time ☒ 30 minutes ▾ before the end time

Additional Information
Booking Purpose * ⓘ Please state the approximate number of attendees * ☒ I agree to the Hubs Terms and Conditions * ⓘ

For Testing x 4

Reference Number 4EF3B151

5

Repeat Does Not Repeat ▾

Resources 1 [Change](#) +

The Booth ⓘ ⓘ ⓘ

Reminders
☒ 1 days ▾ before t

Additional Information
Booking Purpose * ⓘ
For Testing
Reference Number 4EF3B151



Your reservation was successfully updated!

Your reference number is 4EF3B151

The Booth
10:00 - 14:00
25/11/2025

Close

6 To amend bookings more than 1 week in advance. Click on reservations.

The screenshot shows the top navigation bar with the Essex Community Foundation logo and a 30th Anniversary badge. The 'Reservations' menu is highlighted with an orange circle. Below the navigation bar, the 'Announcements' section contains a link to 'Terms and Conditions by clicking this link' and a note about canceling reservations. The 'Upcoming Reservations' section shows 'No upcoming reservations'. The 'Resource Availability' section lists various resources with their availability dates and times, and a 'Reserve' button for each.

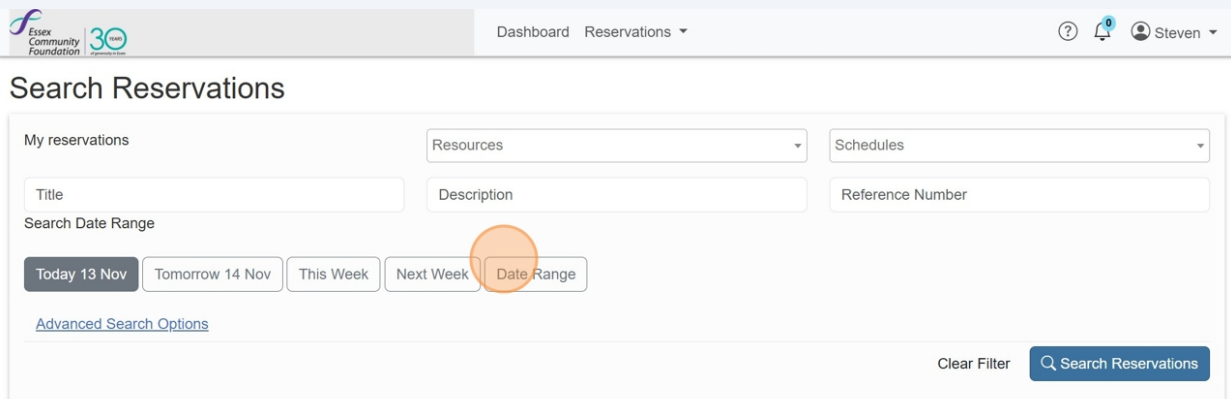
Resource	Available At	Action
The Booth	Available At Tuesday, 18/11 14:00	Reserve
Shirley Room	Available At Tuesday, 18/11 16:30	Reserve
Tolhurst Room	Available At Monday, 17/11 16:00	Reserve
Desk 1	Available At Tuesday, 18/11 16:00	Reserve
Desk 2	Available At Friday, 14/11 17:00	Reserve
Desk 4	Available At Tuesday, 18/11 16:00	Reserve
Desk 5	Available At Tuesday, 18/11 11:30	Reserve
Desk 6	Available At Friday, 14/11 17:00	Reserve

7 Click "Search Reservations"

The screenshot shows the same website as the previous one, but with the 'Reservations' dropdown menu open. The 'Search Reservations' option is highlighted with an orange circle. The menu also includes options for 'Schedule', 'New Reservation', 'Find A Time', 'Resource Maps', 'My Calendar', 'Resource Calendar', and 'Print Reservations'.

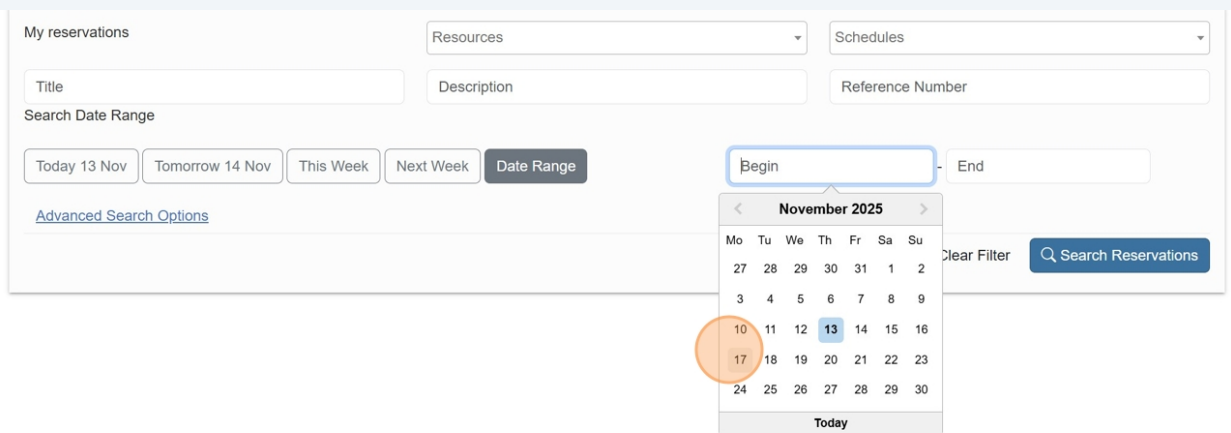
Resource	Available At	Action
The Booth	Available At Tuesday, 18/11 14:00	Reserve
Shirley Room	Available At Tuesday, 18/11 16:30	Reserve
Tolhurst Room	Available At Monday, 17/11 16:00	Reserve
Desk 1	Available At Tuesday, 18/11 16:00	Reserve
Desk 2	Available At Friday, 14/11 17:00	Reserve
Desk 4	Available At Tuesday, 18/11 16:00	Reserve
Desk 5	Available At Tuesday, 18/11 11:30	Reserve
Desk 6	Available At Friday, 14/11 17:00	Reserve

8 Click "Date Range"



The screenshot shows the 'Search Reservations' interface. At the top, there's a header with the Essex Community Foundation logo and a 30th anniversary badge. The navigation bar includes 'Dashboard' and 'Reservations'. The main form has several input fields: 'My reservations', 'Resources', 'Schedules', 'Title', 'Description', and 'Reference Number'. Below these is the 'Search Date Range' section with buttons for 'Today 13 Nov', 'Tomorrow 14 Nov', 'This Week', 'Next Week', and 'Date Range'. The 'Date Range' button is highlighted with an orange circle. There's also a link for 'Advanced Search Options' and a 'Search Reservations' button at the bottom right.

9 Input a date range that covers your booking.



This screenshot shows the same 'Search Reservations' form, but with the 'Date Range' button clicked. A date range picker is now open, showing a calendar for November 2025. The 'Begin' field is highlighted with a blue box, and the 'End' field is empty. The calendar shows dates from 27 to 30, with the 13th highlighted in blue. The 'Date Range' button is still highlighted with an orange circle. The 'Search Reservations' button is visible at the bottom right.

10 Click "Search Reservations"

Essex Community Foundation 30th Anniversary

Dashboard Reservations ▾

Search Reservations

My reservations Resources Schedules

Title Description Reference Number

Search Date Range

Today 13 Nov Tomorrow 14 Nov This Week Next Week Date Range 17/11/2025 - 29/11/2025

[Advanced Search Options](#)

Clear Filter **Search Reservations**

11 Your future reservations will be displayed. Click "View" on the booking you wish to amend or delete.

Title Description Reference Number

Search Date Range

Today 13 Nov Tomorrow 14 Nov This Week Next Week Date Range 17/11/2025 - 29/11/2025

[Advanced Search Options](#)

Clear Filter **Search Reservations**

1 Reservations Found

RESOURCE	DURATION	TITLE
The Booth	25/11/25 10:00 - 14:00	(no title)
OWNER	4 hours	DESCRIPTION
Steven Mackenzie		(no description)
REFERENCE NUMBER		
4EF3B151		

[View](#)

Loading...

12 Click "Delete"

The screenshot shows the 'Change Reservation' form in the Essex Community Foundation 30th Anniversary system. The form is for a reservation owned by Steven Mackenzie, starting on 25/11/2025 at 10:00 and ending at 14:00, lasting 4 hours. The resource is 'The Booth'. The booking purpose is 'For Testing' with 4 attendees. The 'Delete' button is highlighted with a red circle. The form includes fields for Begin, End, Repeat, Resources, Accessories, Reminders, and Additional Information. The reference number is 4EF3B151.

Owner: Steven Mackenzie

Begin: 25/11/2025 10:00 End: 25/11/2025 14:00 4 hours [View Availability](#)

Repeat: Does Not Repeat

Resources: 1 [Change](#) [Add](#)
The Booth

Accessories: 0 [Add](#)

Reminders: ☒ 1 days before the start time ☒ 30 minutes before the end time

Additional Information: Booking Purpose * Please state the approximate number of attendees * ☒ I agree to the Hubs Terms and Conditions *

Reference Number 4EF3B151

13 Provide a reason for cancelling.

The screenshot shows the 'Change Reservation' form with a 'Delete Reservation' modal open. The modal has a text input field for 'Reason' with the value 'No Longer required'. The 'Delete' button is highlighted with a red circle. The form is otherwise identical to the previous screenshot.

Owner: Steven Mackenzie

Begin: 25/11/2025 10:00 End: 25/11/2025 14:00 4 hours [View Availability](#)

Repeat: Does Not Repeat

Resources: 1 [Change](#) [Add](#)
The Booth

Accessories: 0 [Add](#)

Reminders: ☒ 1 days before the start time ☒ 30 minutes before the end time

Additional Information: Booking Purpose * Please state the approximate number of attendees * ☒ I agree to the Hubs Terms and Conditions *

Reference Number 4EF3B151

Delete Reservation

Reason:

Cancel Delete

14 Click "Delete"

Change Reservation Close Delete Update

Owner
Steven Mackenzie

Begin
25/11/2025 10:00

Repeat
Does Not Repeat

Resources 1 Change
The Booth

Reminders
☒ 1 days before the start time ☒ 30 minutes before the end time

Additional Information
Booking Purpose * Please state the approximate number of attendees * ☒ I agree to the Hubs Terms and Conditions *

Reference Number 4EF3B151

Delete Reservation

Reason
No Longer required

Cancel Delete

15 Click "Close"

25/11/2025 10:00

Repeat Does Not Repeat

Resources 1 Change
The Booth

Reminders
☒ 1 days before t

Additional Information
Booking Purpose * Reference Number 4EF3B151


Your reservation was deleted
Close