

## Instructions for Rescheduling/Canceling a Lesson (Booking):

1. Log into your account
2. In the left-hand menu, select My Account > Account Info
3. In the tabs along the top, select Bookings
4. Find the lesson you would like to change
5. To Reschedule:
  - a. Click the circular arrows icon on the far right under 'Actions' (see image below)
  - b. Find a new lesson time and click the green 'Select' button
  - c. Click the green 'Change' button to confirm
6. To Cancel:
  - a. Click the X icon on the far right under Actions (see image below)
  - b. Click the red 'Cancel Appointment' button to confirm

Account Info

NO PHOTO

ACCOUNT MEMBERS BILLING SUMMARY HISTORICAL BILLING INFORMATION PAYMENT SETUP CLASSES **BOOKINGS** NOTIFICATIONS AGREEMENTS DUES SCHEDULE

Search for Members or Bookings Customize Filters... Default View Appointment Status: Booked Save

Booked All Actions

TOTAL: 1 | BOOKED: 1 | CANCELLED: 0

<input type="checkbox"/>	Booking Name	Member	Appointment	Registration Date Time	Appointment Status	Payment Plan	Actions
<input type="checkbox"/>	Discontinued Private Lessons: (0000-1001-000000)	Matthews, Tom	Mon, 06/23/2020 @ 11:30 AM-12:15	06/17/2020 02:48 PM-12:15	Booked	Lesson	RESCHEDULE CANCEL