



**MELBOURNE
SPORTS
CENTRES**

VIEWING AND CANCELLING BOOKINGS

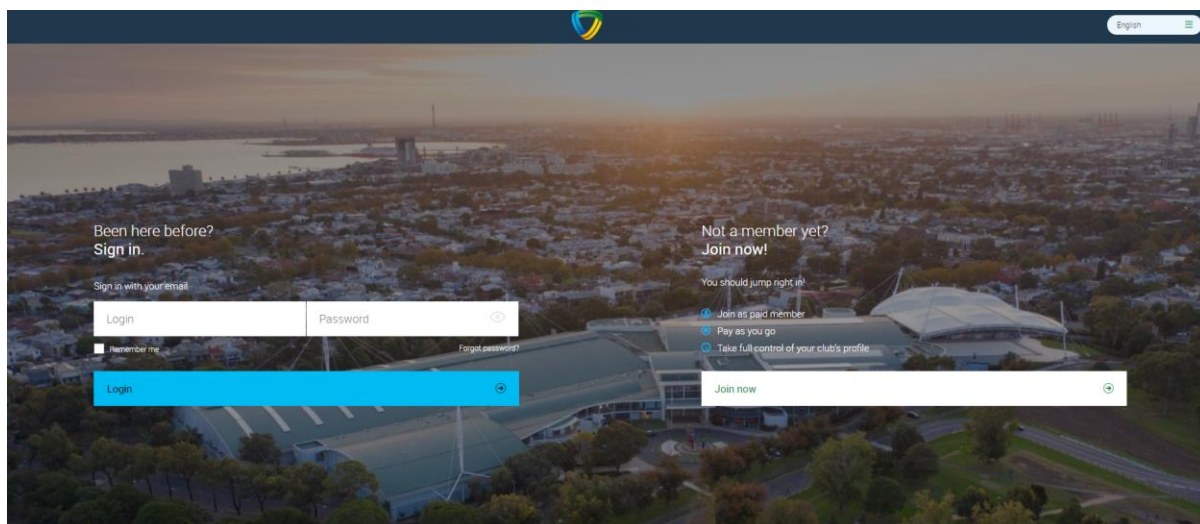
Viewing and Cancelling Bookings

Step 1:

Click on this [link](#).

Step 2:

Sign in using your username and password or create an account if you are not a member.



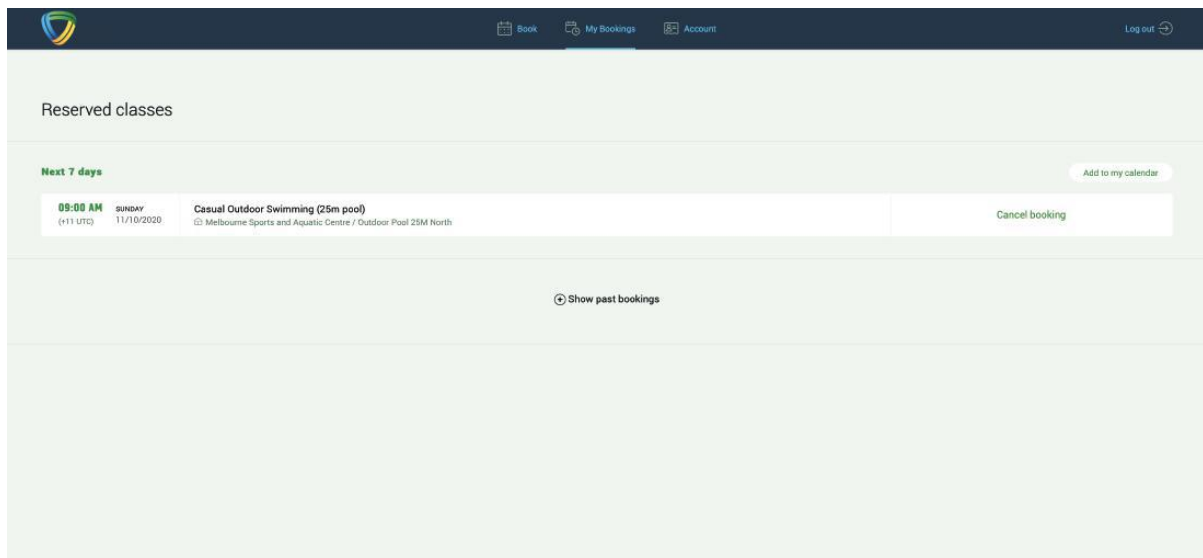
Step 3:

At the top of the screen, select the 'Book' tab.



Step 4:

Your confirmed booking will appear as below.



The screenshot shows a user interface for managing bookings. At the top, there is a dark navigation bar with a logo on the left and links for 'Book', 'My Bookings', 'Account', and 'Log out' on the right. Below the navigation bar, the main content area is titled 'Reserved classes'. Under this title, there is a section for 'Next 7 days' with a button to 'Add to my calendar'. A single booking is listed for '09:00 AM' on 'Sunday 11/10/2020' for 'Casual Outdoor Swimming (25m pool)' at the 'Melbourne Sports and Aquatic Centre / Outdoor Pool 25M North'. A 'Cancel booking' button is visible next to the booking details. Below the booking list, there is a button to 'Show past bookings'.

Time	Day	Class Name	Location	Action
09:00 AM (11 LITS)	Sunday 11/10/2020	Casual Outdoor Swimming (25m pool)	Melbourne Sports and Aquatic Centre / Outdoor Pool 25M North	Cancel booking



Step 5:

To cancel your booking, click on the 'cancel booking' button. Note that if you are cancelling outside of the 24-hour window, your session will be returned to your account. If your cancellation request falls within 24-hours of the scheduled session, then you will lose that session.

