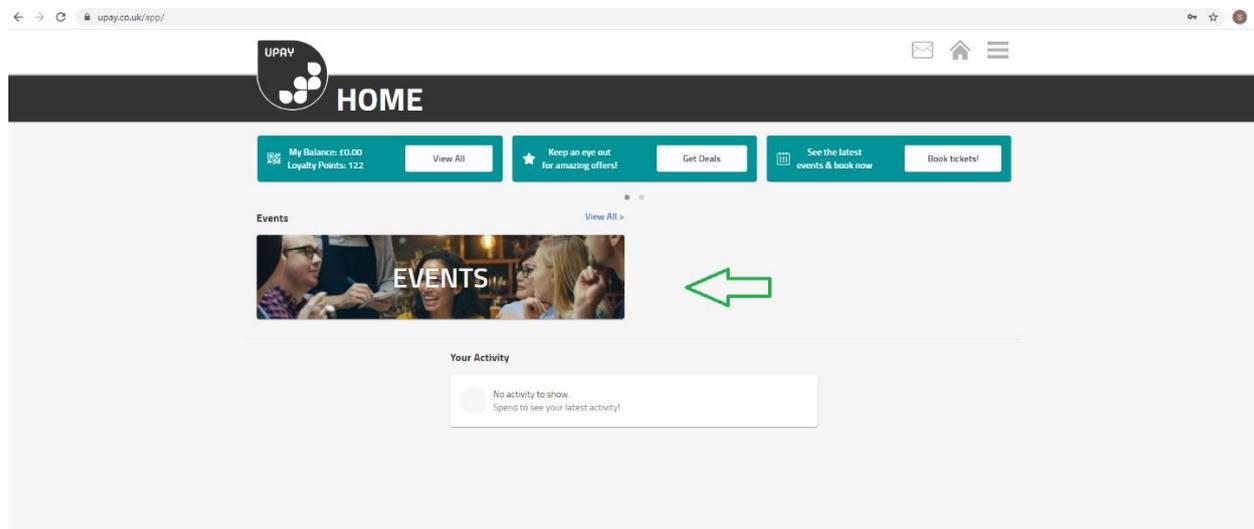


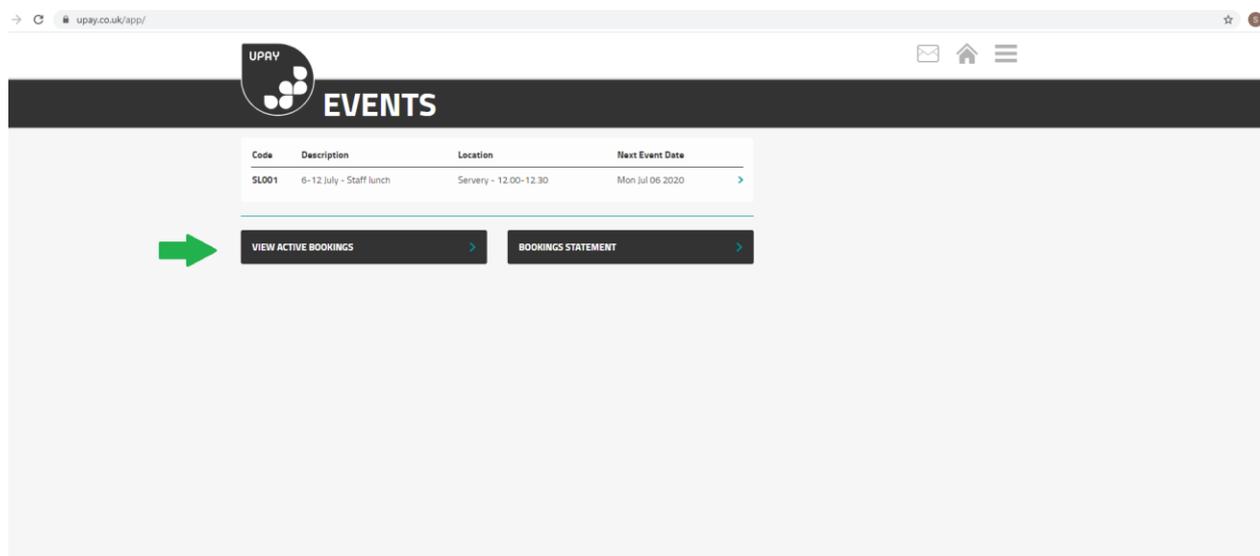
## Editing your bookings

If you need to edit or cancel your booking(s), you can do this by following these steps. First we will look at editing your booking.

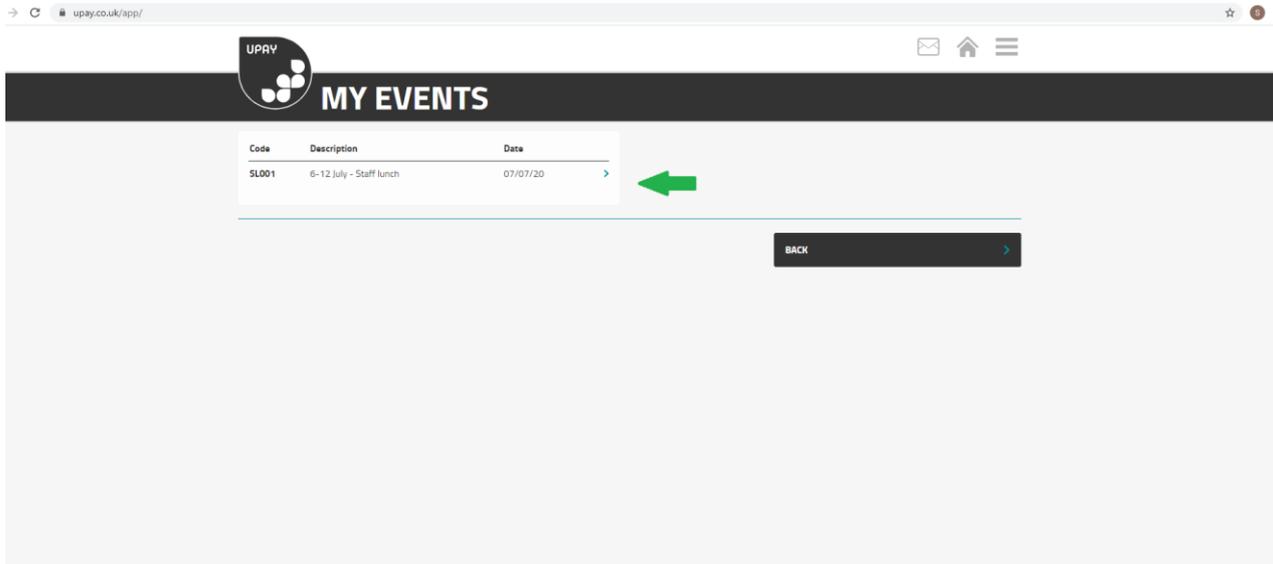
1. You can edit / cancel your booking(s) up-until the point where the booking closes. After this, you will need to contact the Catering Department on [events@pet.cam.ac.uk](mailto:events@pet.cam.ac.uk).
2. Log into Upay
3. Click on EVENTS



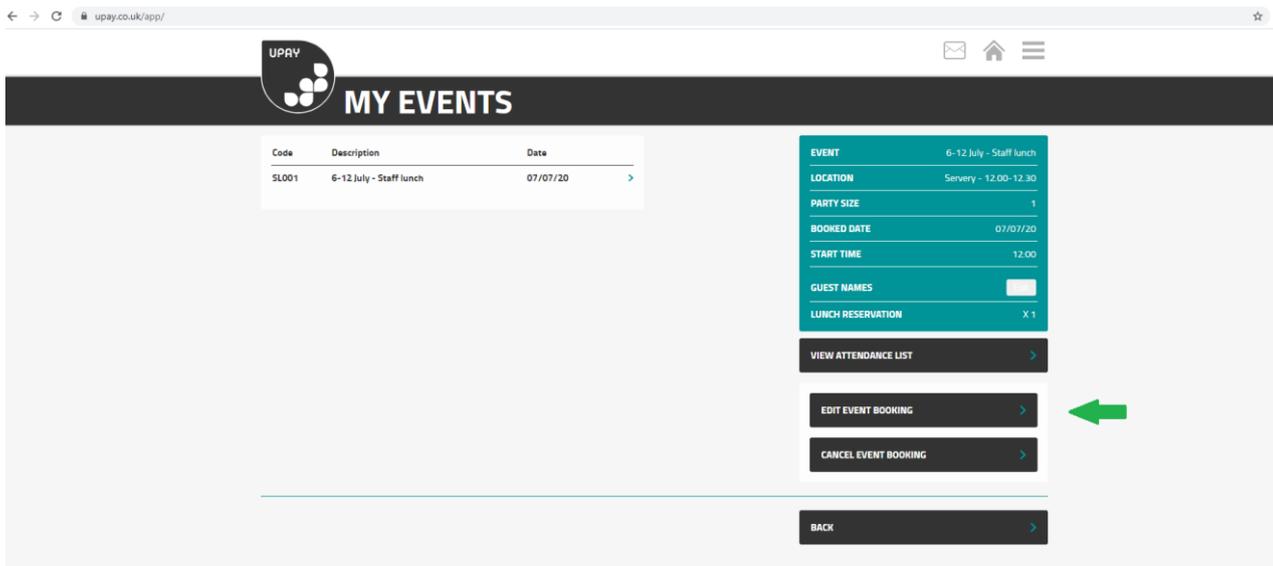
4. As placing a booking, you will see all the available events which are scheduled to take place
5. To access the bookings you have already made, click on '**view active bookings**'



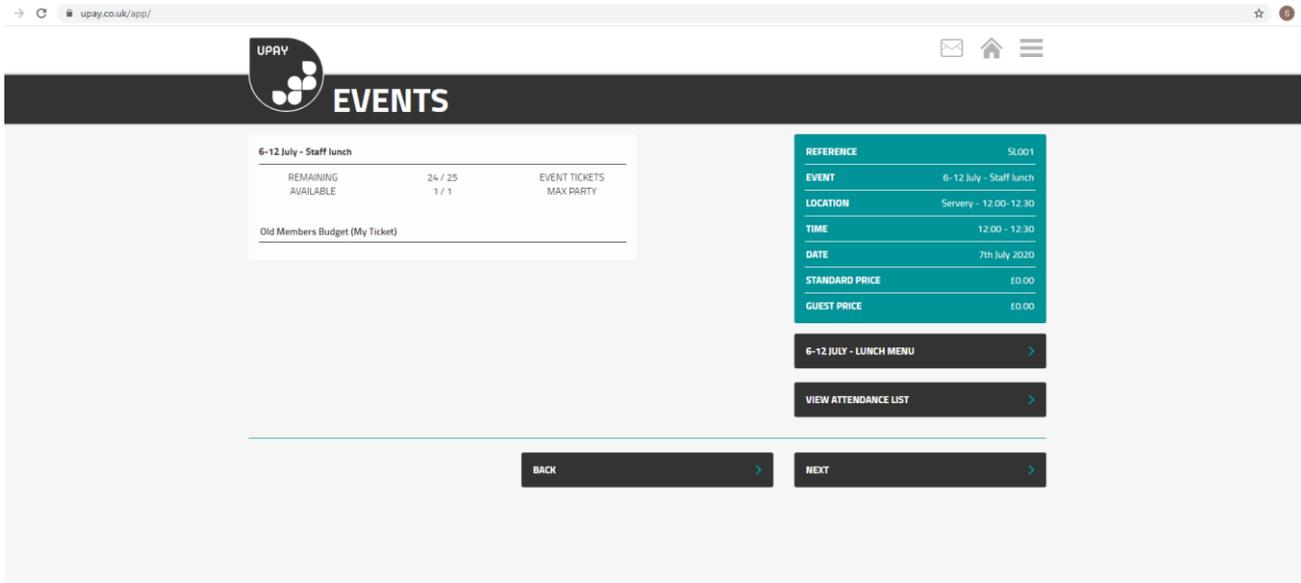
- You will see a list of all the bookings you have made, which are yet to take place. Select the booking you wish to amend.



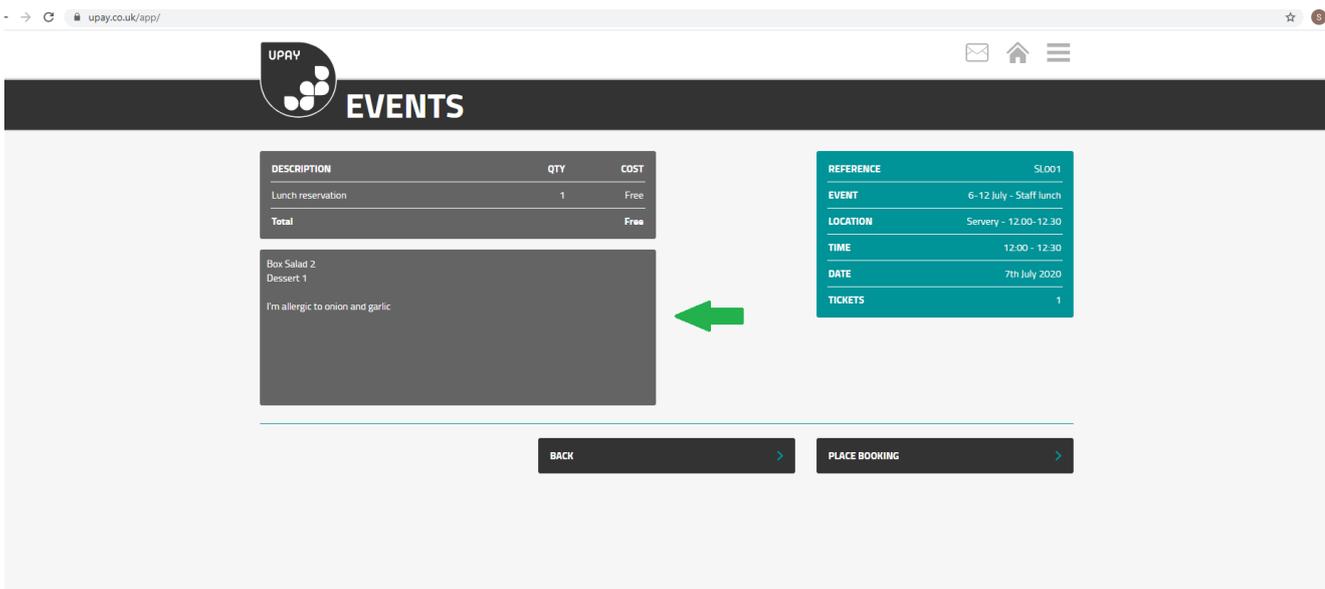
- Once you have selected the booking you wish to edit, you will see this screen. To edit the booking, click 'edit event booking'



8. The next screen will look very similar to the one you would have seen when placing the booking initially. If you wish to amend your menu selections but cannot remember what is available that day, click on the menu button. If you forgot to add any dietary requirements, simply click on the next button



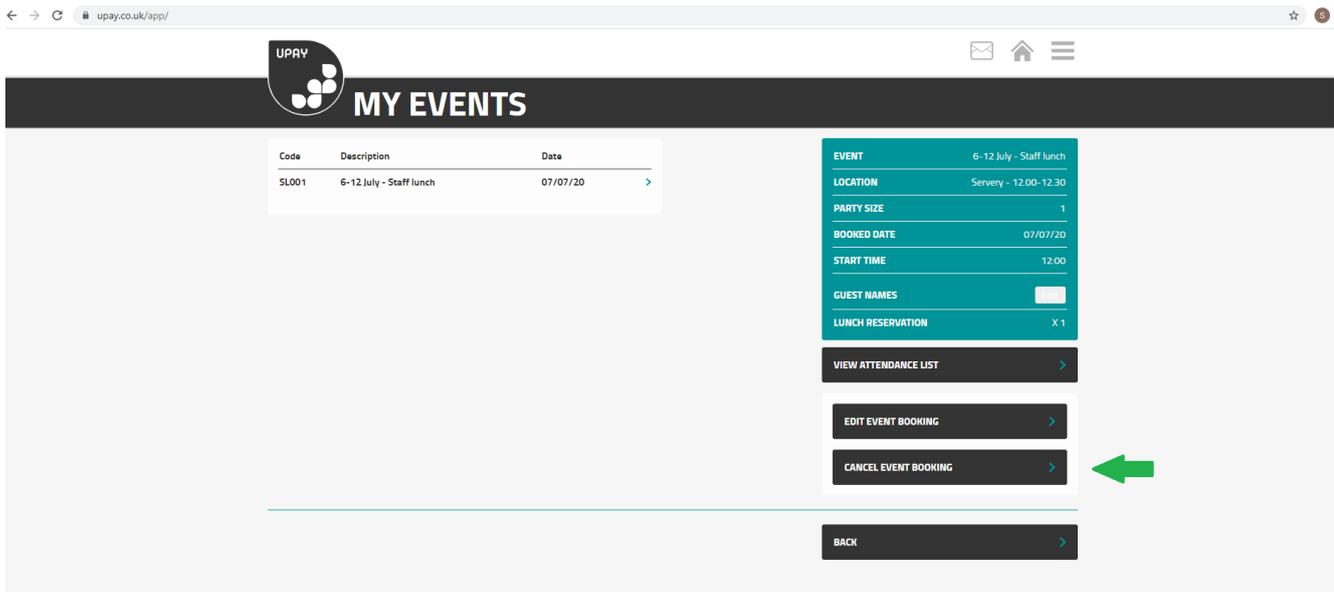
9. The last step is to make your adjustments in the dietary box and click the 'place booking' button.



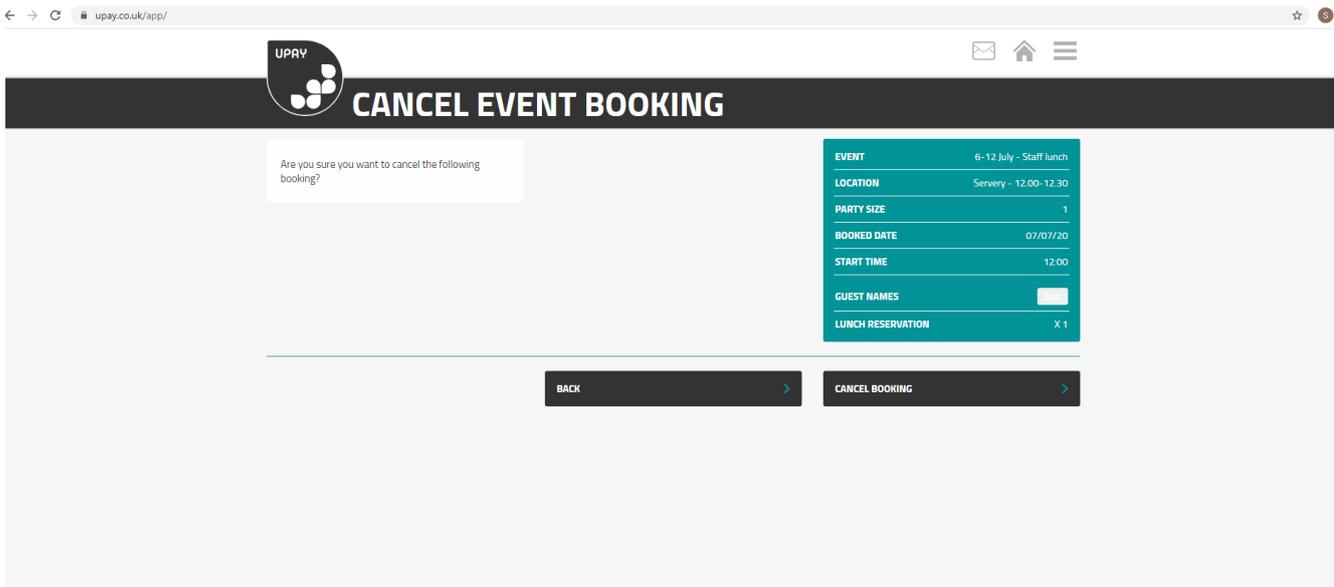
10. You will be taken to the confirmation page and will receive another confirmation email and your booking will now be updated.

## Cancelling a booking

1. To cancel a booking, follow the steps 1 – 6 for editing a booking above
2. Once you are on the screen below, click 'cancel event booking'



3. The next screen you will see is the one below. If you are sure you wish to cancel the booking, click 'cancel booking'



4. You will then see the following screen, confirming your booking has been cancelled. You will also receive a confirmation email.

