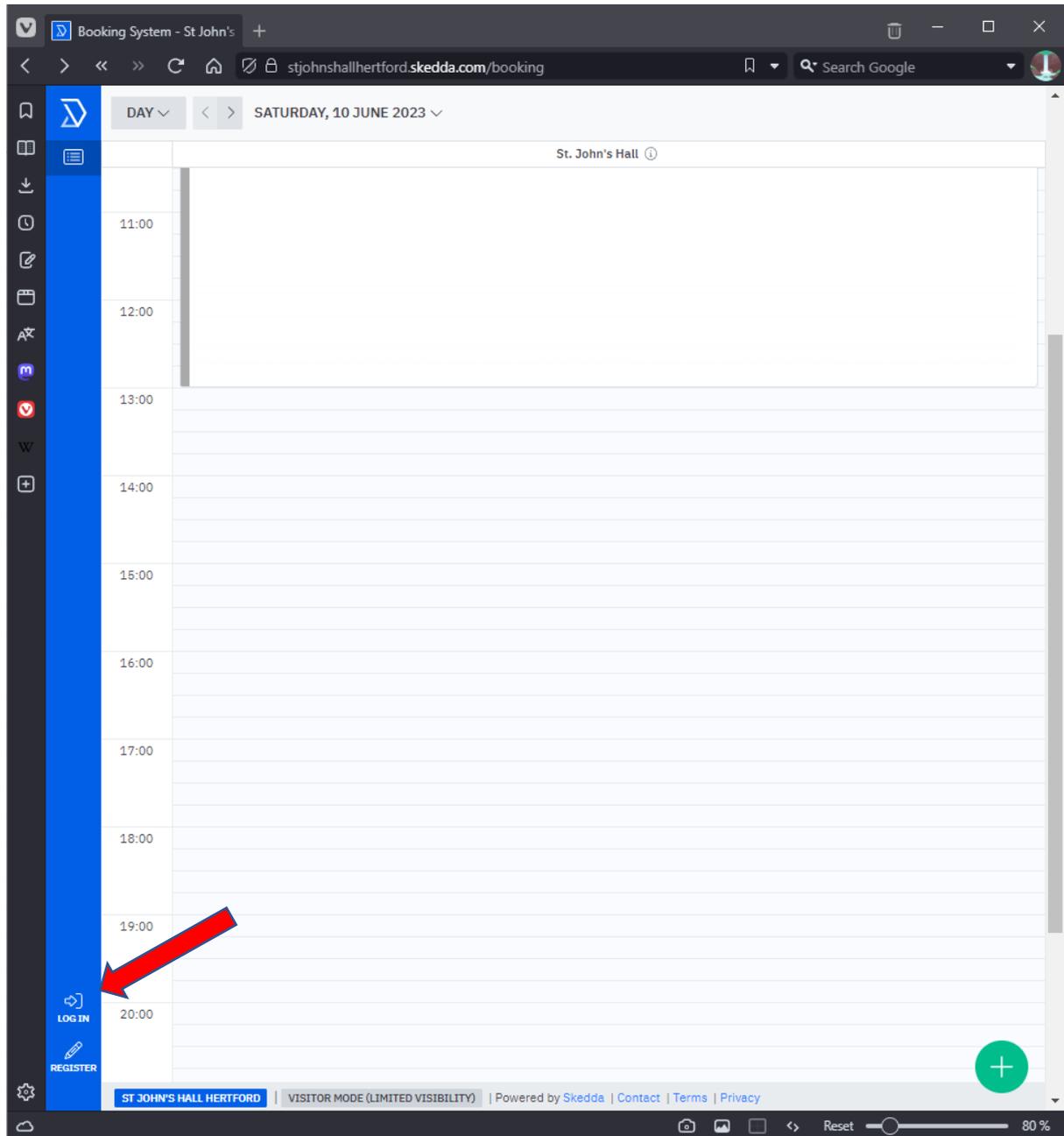


## Regular Users: How to cancel a single booking in Skedda.

1. Login to Skedda using your email address associated with the bookings:



2. Use the month view to locate your bookings:

The screenshot displays a web browser window with the URL `stjohnshallertford.skedda.com/booking`. The interface is a monthly calendar for June 2023. At the top, there is a navigation bar with a 'MONTH' dropdown menu, which is highlighted by a red arrow. Below this, the calendar grid shows days from Monday 29th to Sunday 4th, followed by a gap, and then days from Saturday 10th to Sunday 11th, followed by another gap, and finally days from Monday 12th to Sunday 18th, followed by another gap, and finally days from Monday 19th to Sunday 25th, followed by another gap, and finally days from Monday 26th to Sunday 2nd of July. Each day cell contains a list of bookings with their respective times. A green plus sign is visible in the bottom right corner of the calendar area. The footer contains the text 'ST JOHN'S HALL HERTFORD | USER MODE (LIMITED VISIBILITY) | Powered by Skedda | Contact | Terms | Privacy' and a zoom level of 80%.

| MON 29   | TUE 30                              | WED 31              | THU, 1 JUN                                     | FRI 2                               | SAT 3                             | SUN 4 |
|--|-------------------------------------|---------------------|--|-------------------------------------|-----------------------------------|-------|
| ● 09:00 Regular Book...  |                                     |                     | ● 17:00 Regular Book...                        |                                     | ● 08:00 Regular Book...           |       |
| 5<br>● 09:00 Regular Book...<br>● 16:45-17:00<br>● 17:00-18:00                   | 6<br>● 11:00-12:00<br>● 18:00-20:00 | 7<br>● 20:00-21:00  | 8<br>● 09:00-12:15<br>● 17:00 Regular Book...  | 9<br>● 09:00-10:00<br>● 10:00-11:00 | SAT 10<br>● 08:00 Regular Book... | 11    |
| 12<br>● 09:00 Regular Book...<br>● 18:00-19:00<br>● 19:00-20:00<br>● 20:00-21:15 | 13<br>● 10:15-11:30                 | 14<br>● 10:15-11:15 | 15<br>● 11:15-13:00<br>● 17:00 Regular Book... | 16<br>● 09:00-10:00                 | 17<br>● 08:00 Regular Book...     | 18    |
| 19<br>● 09:00 Regular Book...  | 20                                  | 21                  | 22<br>● 17:00 Regular Book...                  | 23                                  | 24<br>● 08:00 Regular Book...     | 25    |
| 26<br>● 09:00 Regular Book...  | 27                                  | 28                  | 29<br>● 17:00 Regular Book...                  | 30                                  | 1 JUL<br>● 08:00 Regular Book...  | 2     |

3. Click on the booking to reveal the options.

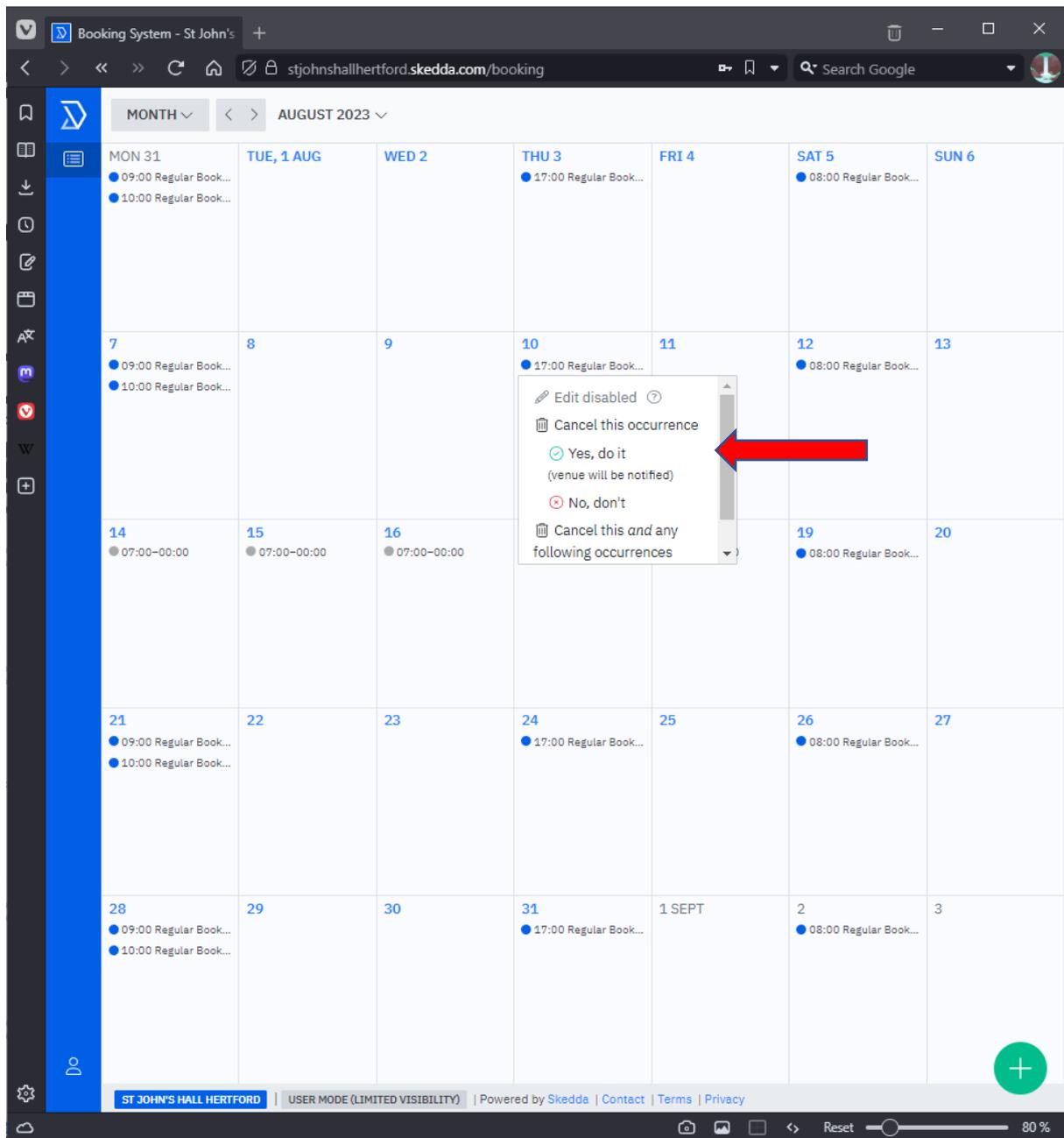
Click on 'Cancel this occurrence' to delete just this booking.

**Warning:** Do not click on 'Cancel this and any following occurrences' as you will then lose all future bookings.

The screenshot displays a web browser window with the URL `stjohnshallertford.skedda.com/booking`. The page title is "Booking System - St John's". The interface shows a calendar for August 2023. A sidebar on the left contains navigation icons. The calendar grid shows dates from Monday 31st to Sunday 6th. Bookings are represented by colored dots and text. A context menu is open over the booking on Thursday 10th, listing options: "Edit disabled", "Cancel this occurrence", "Cancel this and any following occurrences", and "Duplicate disabled". A red arrow points to the "Cancel this occurrence" option. The footer includes "ST JOHN'S HALL HERTFORD", "USER MODE (LIMITED VISIBILITY)", and "Powered by Skedda".

| MON 31   | TUE, 1 AUG    | WED 2         | THU 3                   | FRI 4         | SAT 5                   | SUN 6 |
|--|---------------|---------------|-------------------------|---------------|-------------------------|-------|
| ● 09:00 Regular Book...<br>● 10:00 Regular Book... |               |               | ● 17:00 Regular Book... |               | ● 08:00 Regular Book... |       |
| ● 09:00 Regular Book...<br>● 10:00 Regular Book... |               |               | ● 17:00 Regular Book... |               | ● 08:00 Regular Book... |       |
| ● 07:00-00:00                                      | ● 07:00-00:00 | ● 07:00-00:00 | ● 07:00-00:00           | ● 07:00-00:00 | ● 08:00 Regular Book... |       |
| ● 09:00 Regular Book...<br>● 10:00 Regular Book... |               |               | ● 17:00 Regular Book... |               | ● 08:00 Regular Book... |       |
| ● 09:00 Regular Book...<br>● 10:00 Regular Book... |               |               | ● 17:00 Regular Book... | 1 SEPT        | ● 08:00 Regular Book... |       |

4. Confirm the cancellation by clicking on 'Yes, do it':



5. You should then receive an email indicating that your repeat booking has been updated, with an exception for the date of the cancelled booking.