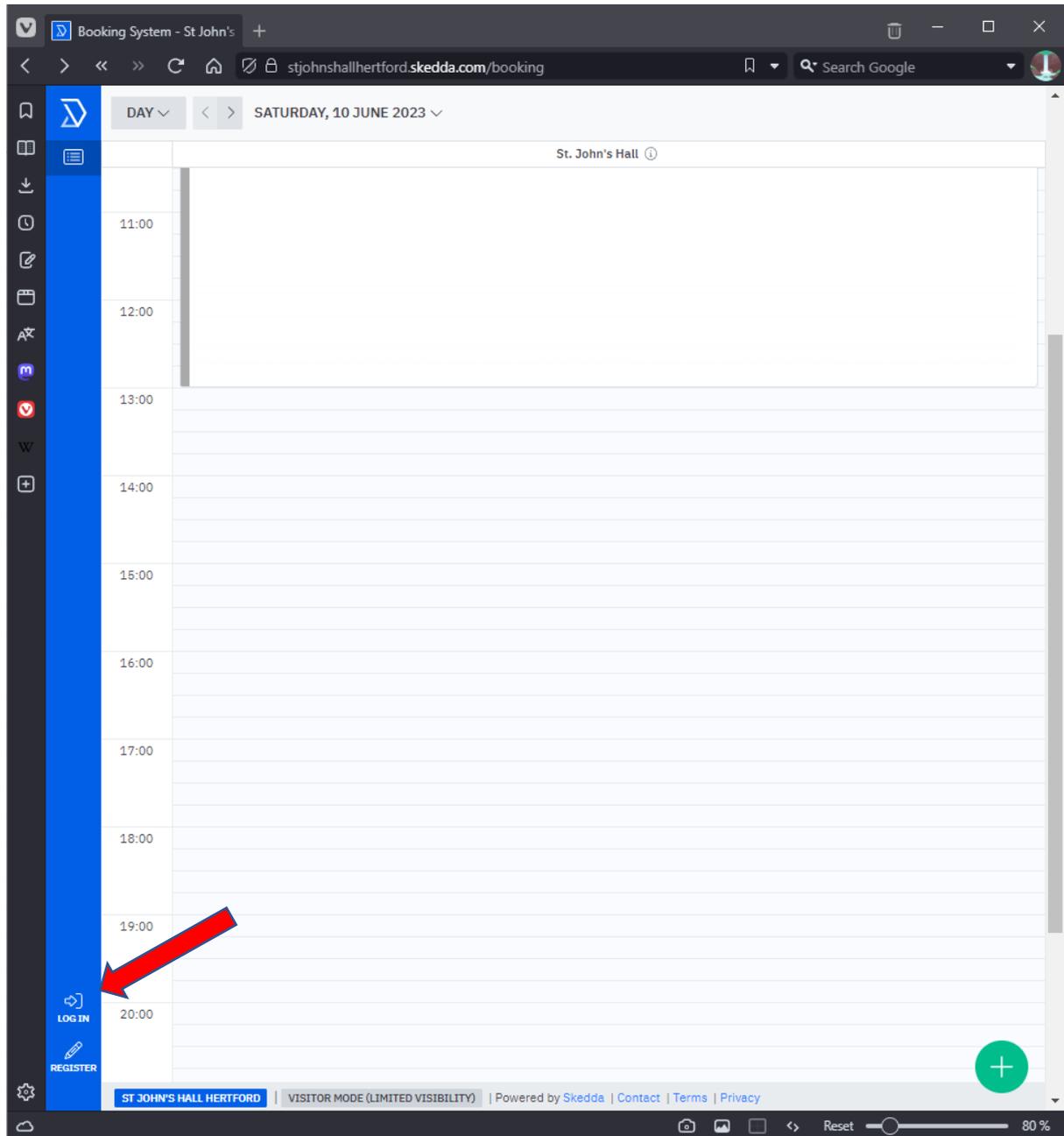# Regular Users: How to cancel a single booking in Skedda.

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

2. Use the month view to locate your bookings:
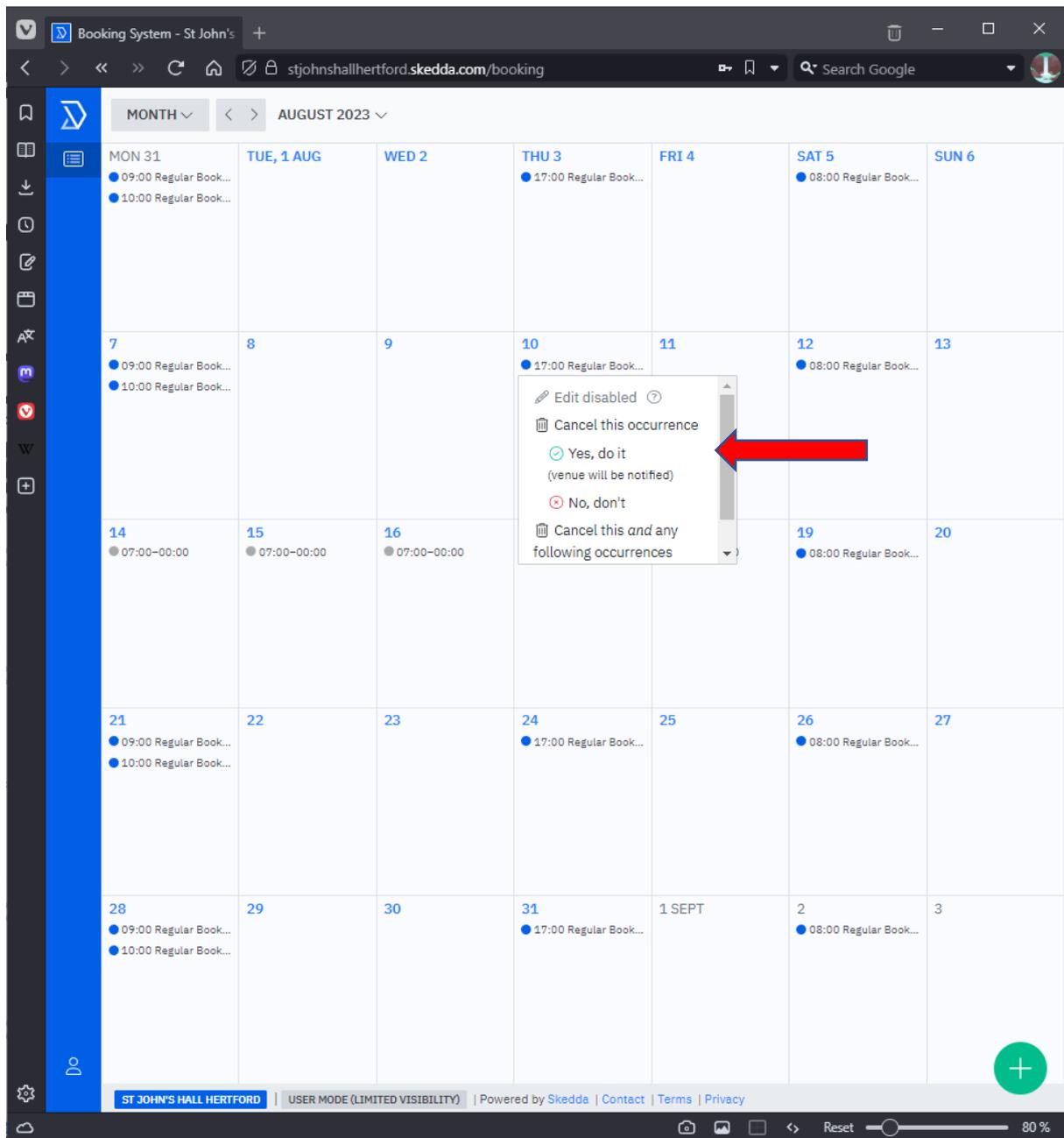
3. Click on the booking to reveal the options.

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.

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.