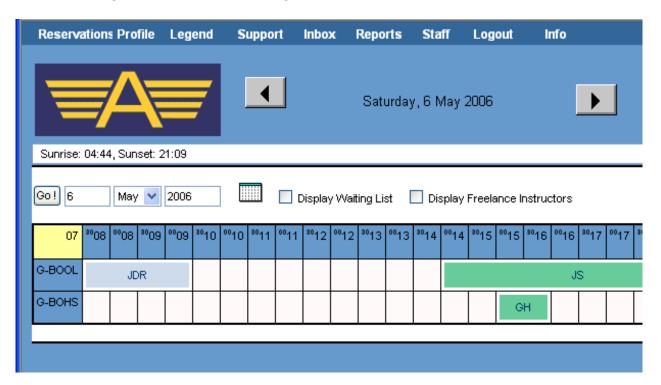**Visual Online Reservations** – Deleting/Editing a Booking

First ensure that you are 'logged in'.

You should get a screen something like this:

[If there is a dialogue box warning you that you have messages, click on the 'OK' button to get to the screen above.]

Go to the date of the booking.

NB You can only delete your own bookings.

Click on the initials on the booking you with to delete (eg 'JDR' on the screen. Note that bookings made by other pilots are a different colour. In this example my booking is light blue, whereas the other bookings are green.)

A new screen will pop up giving you the possibility of editing the booking.

You can either:
      Edit the details, then click on 'Save'
or   Click on the 'Delete' button.

Job done!