

## **MAGIC BOOKING HELP SECTION USER ACCOUNT**

### **Main Help / About My Bookings / I Want to View, Amend, or Cancel a Booking**

You can access all the information related to each booking you have placed or amend booking if this is permitted. To access the booking information, follow the steps below:

#### **Go to the section Bookings**

Click the eye icon on the right-hand side of the booking you want to access the information for.

This opens up a new view with tabs below the booking summary. You can view all dates booked in the 'Dates Booked' tab.

You can view the payments made towards the booking and the payments that are expected for the booking in the 'Payments Made' and 'Expected Payments' tab respectively.

#### **Adding/Cancelling Dates**

You can amend the booking by adding or cancelling dates under the 'Amend Dates' tab if this function is permitted by the organisation. Depending on the cancellation policy you could receive a credit note for cancelled dates.

#### **Further Help**

[https://www.youtube.com/watch?v=gDI4wuxt\\_Oc](https://www.youtube.com/watch?v=gDI4wuxt_Oc)

#### **Other Info**

If you are eligible for a credit note and your booking is not cleared that will automatically adjust the outstanding amount. If the outstanding amount is in a card payment plan your monthly instalment will automatically be adjusted.

You can view or download all invoices and credit notes related to a specific booking by clicking on the 'Invoice(s) / Credit Note(s)'.