

# User Action: Request to reschedule a Panel meeting

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When the activity status of a [Panel meeting](#) is **Scheduled**, **Rescheduled**, **No-show**, or **Completed**, the User can request to reschedule the Panel meeting directly from the [Activity stream](#).

When you request a reschedule, the original Panel meeting is canceled for all panelists and a request to reschedule for a new time is sent to the Customer. If the Customer reschedules, the rescheduled meeting is always with the original panelists and [Event type](#).

In this article, you'll learn how to request to reschedule a Panel meeting directly from the Activity stream.

## Requirements

Any User who can see a Panel meeting activity in their Activity stream can request that a Customer reschedules.

## Requesting to reschedule a Panel meeting

1. Select the Panel meeting activity in the Activity stream.
2. In the **Details** pane, click the **Cancel/request reschedule** button (Figure 1).

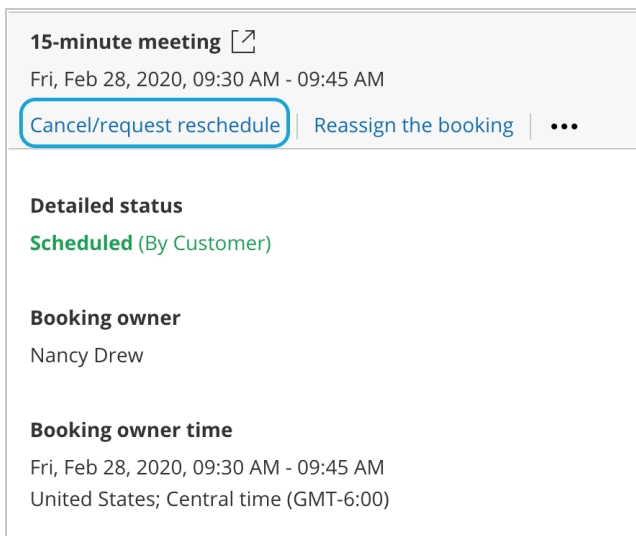
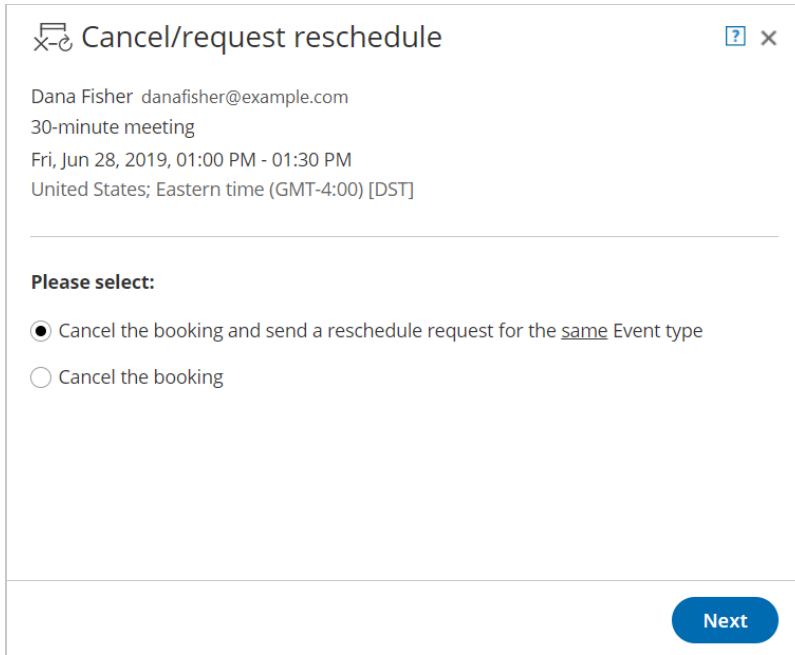


Figure 1: Cancel/request new times button

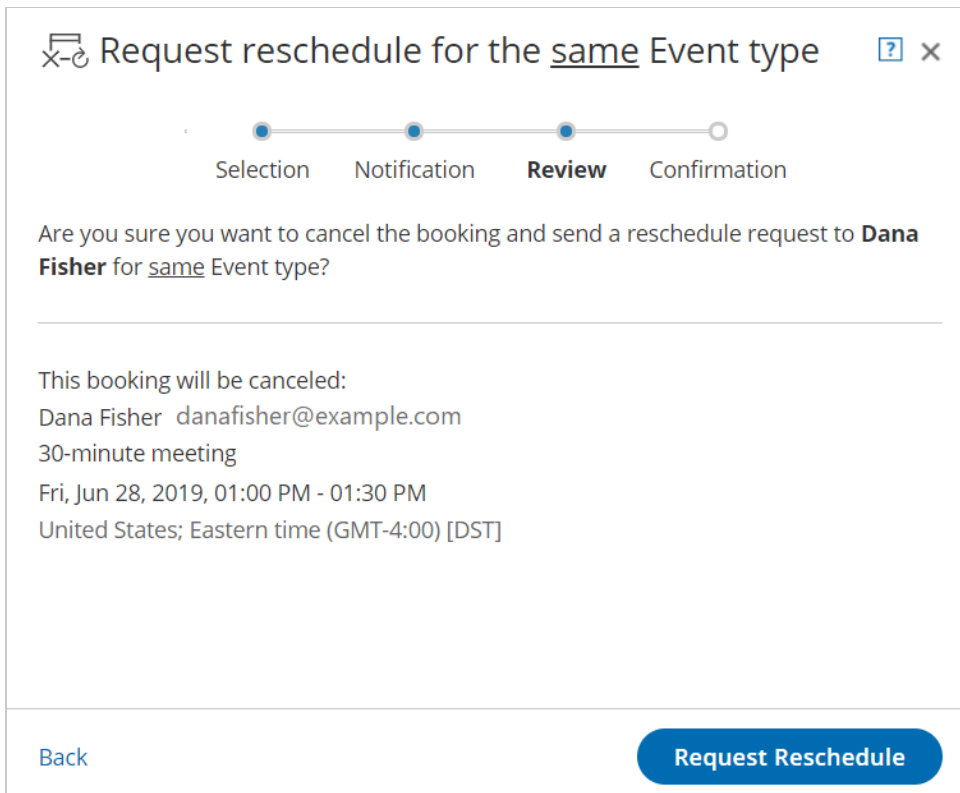
3. The Cancel/request reschedule pop-up appears (Figure 2). Select **Cancel the booking and send a reschedule request for the same Event type**.



The screenshot shows a pop-up window titled "Cancel/request reschedule". At the top left is a close icon and a help icon. The main content area displays booking details: "Dana Fisher danafisher@example.com", "30-minute meeting", "Fri, Jun 28, 2019, 01:00 PM - 01:30 PM", and "United States; Eastern time (GMT-4:00) [DST]". Below this, a section titled "Please select:" contains two radio button options: "Cancel the booking and send a reschedule request for the same Event type" (which is selected) and "Cancel the booking". At the bottom right, there is a blue "Next" button.

Figure 2: Cancel/request reschedule pop-up—Selection step


4. Click **Next**.
5. In the **Notification** step, you can add a reschedule reason that will be provided to the Customer.
6. Click **Next**.
7. In the **Review** step (Figure 3), you can confirm the details of the booking that you're about to cancel and request that the Customer reschedules.



The screenshot shows a pop-up window titled "Request reschedule for the same Event type". At the top left is a close icon and a help icon. Below the title is a progress indicator with four steps: "Selection", "Notification", "Review" (which is highlighted in bold), and "Confirmation". The main content area asks, "Are you sure you want to cancel the booking and send a reschedule request to **Dana Fisher** for same Event type?". Below this, it lists the booking details: "This booking will be canceled:", "Dana Fisher danafisher@example.com", "30-minute meeting", "Fri, Jun 28, 2019, 01:00 PM - 01:30 PM", and "United States; Eastern time (GMT-4:00) [DST]". At the bottom left is a "Back" button, and at the bottom right is a blue "Request Reschedule" button.

Figure 3: Cancel/request reschedule pop-up—Review step

8. Click **Request reschedule**.
9. When a User requests to reschedule a Panel meeting, the following occurs:
  - The original booking is canceled and the Customer will receive an [email notification](#) asking them to reschedule.
  - The [Primary team member](#) receives an email notifying them of the reschedule request and all [Additional team members](#) are cc'd in this email.
  - If the Primary team member is connected to a calendar, the event will be automatically cancelled.
  - In the Activity stream, the [activity status](#) is changed to Canceled (Reschedule requested by User) for all panelists.

 **Note:**

When using [Payment integration](#) and the User requests a reschedule for any Event type, the original booking is canceled and refunded. The Customer will not be asked to pay a Reschedule fee for rescheduling. The Customer will be asked to pay the full Event type price when rescheduling, as if it was a new Booking.