

User action: Cancel/reschedule for Booking pages without Event types [Legacy]

Tip:

We recommend using [Event types](#) with your [Booking pages](#). Event types allow you to offer several meeting types with different durations, price, and other properties.

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

Note:

You can cancel or reschedule directly from your calendar if you have connected your OnceHub Account to [Google Calendar](#) or [Exchange/Outlook Calendar](#).

[Learn more about calendar connection](#)

In this article, you'll learn how to cancel or request reschedule directly from the Activity stream when you use Booking pages which are not [associated with Event types](#).

Effects of canceling or rescheduling

When you request to reschedule from the Activity stream, the booking is canceled and a reschedule request email notification is sent to both the User and the Customer. To reschedule, the Customer clicks the **Reschedule now** button directly from the email notification, or the **Customer's cancel/reschedule link** in the [calendar event](#).

[Learn more about the effects of rescheduling](#)

When you cancel a booking from the Activity stream, a cancellation email notification is sent to both the User and the Customer.

[Learn more about the effects of cancellation](#)

Requirements

To cancel a booking or request to reschedule from the Activity stream, you must be [the Owner, an Editor, or Viewer](#) of the [Booking page](#) that the booking was made on.

Rescheduling a booking made on a Booking page without Event types

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

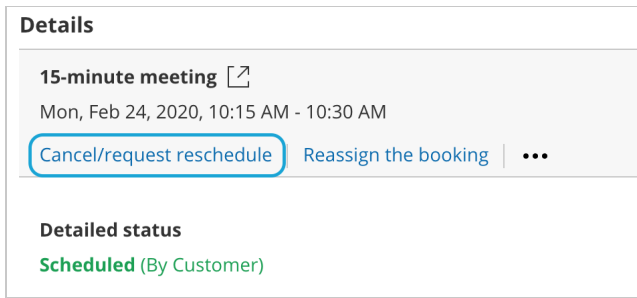


Figure 1: Cancel/request reschedule button

3. The **Cancel/request reschedule** pop-up will appear (Figure 2).

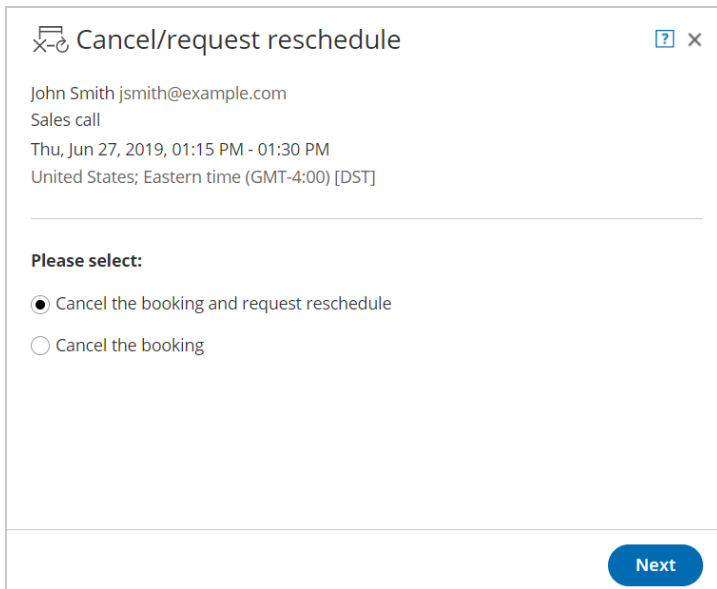


Figure 2: Cancel/request new times pop-up

4. Select **Cancel the booking and request reschedule**.
5. Click **Next**.
6. In the **Notification** step, you can add a reschedule reason that will be provided to the Customer.
7. Click **Next**.
8. 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.

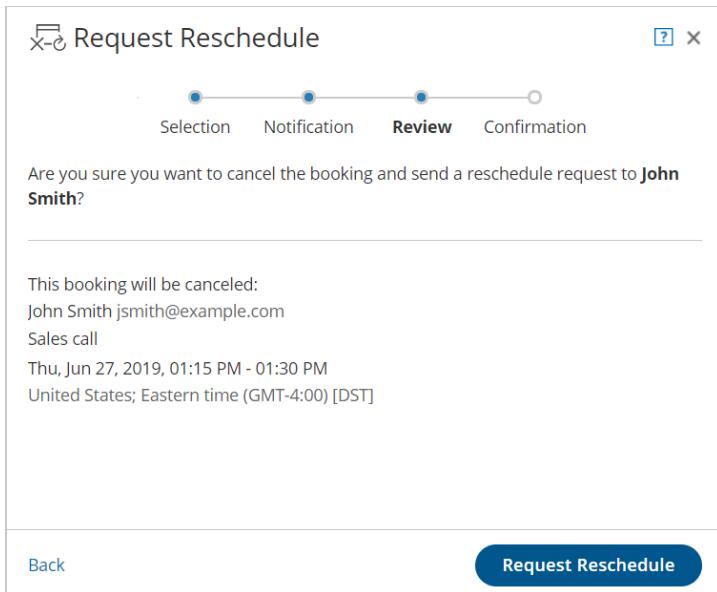


Figure 3: Cancel/request reschedule pop-up—Review step

9. Click **Request reschedule**.
10. The original booking will be canceled and the Customer will receive an email notification to reschedule. The [Booking page Owner](#) and [any additional stakeholders](#) will also receive an email notification. [Learn more about notification scenarios](#)

Note:

You can always decide to change your selection by clicking **Back** at any step of the Cancel/request new times process.

To confirm the action, you must click the **Request reschedule** in the last step of the pop-up.

Canceling a booking made on a Booking page without Event types

1. Select the activity in the Activity stream.
2. In the **Details** pane, click the **Cancel/request reschedule** button (Figure 4).

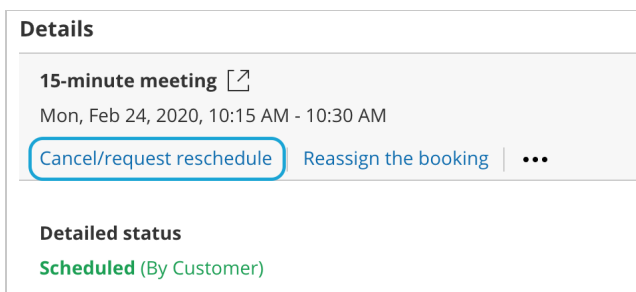


Figure 4: Cancel/request new times button

3. The **Cancel/request reschedule** pop-up will appear.
4. From the **Cancel/request reschedule** pop-up, select **Cancel the booking** (Figure 5).

Cancel/request reschedule

John Smith jsmith@example.com
Sales call
Thu, Jun 27, 2019, 01:15 PM - 01:30 PM
United States; Eastern time (GMT-4:00) [DST]

Please select:

Cancel the booking and request reschedule

Cancel the booking

Next

Figure 5: Cancel/request reschedule pop-up

5. Click **Next**.
6. In the **Notification** step, you can add a cancellation reason that will be provided to the Customer.
7. Click **Next**.
8. In the **Review** step, you can confirm the details of the booking that you're about to cancel.
9. Click **Cancel booking**.
10. The original booking will be canceled and the Customer will receive an email notification, along with the [Booking page Owner](#) and [any additional stakeholders](#). [Learn more about notification scenarios](#)

Note:

You can always decide to change your selection by clicking **Back** at any step of the Cancel/request new times process.

To confirm the action, you must click the **Cancel Booking** in the last step of the pop-up.