


Travel Agent - How to Cancel a Fit Booking

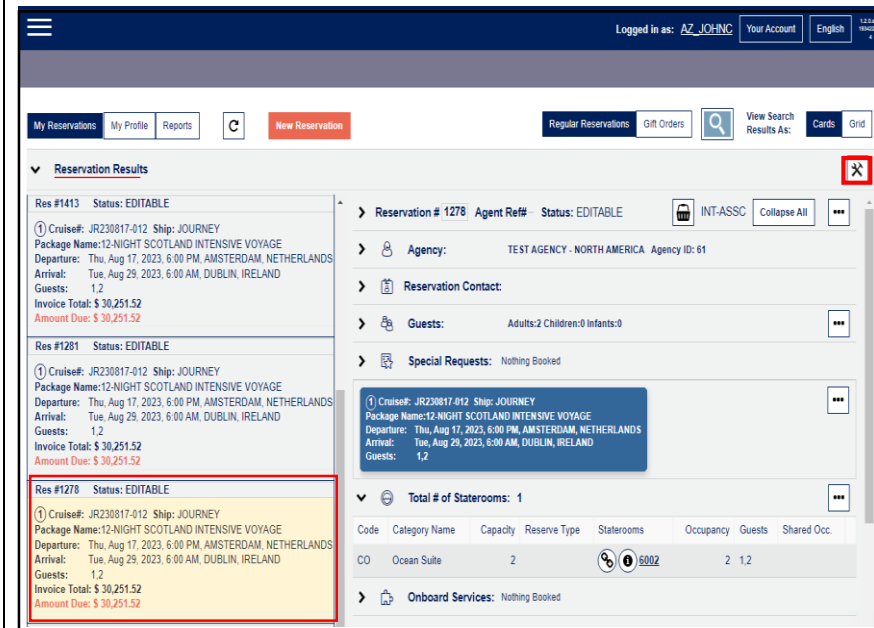
Step 1

On the Reservation screen click on **Your Account** tab. Then click on **My Reservations** tab.



Step 2

This will open the My Reservations screen. Under the **Reservations Results** we will click on **Res# 1278**. The Reservation will become highlighted. Now click on the **Tools**  symbol.



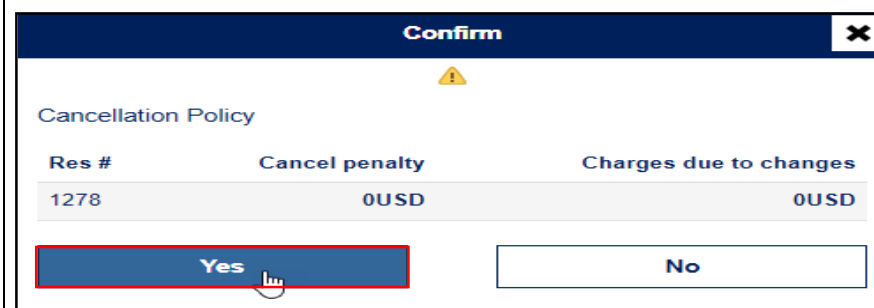
Step 3

The Tools menu will open. Click on the **Cancel** tab.



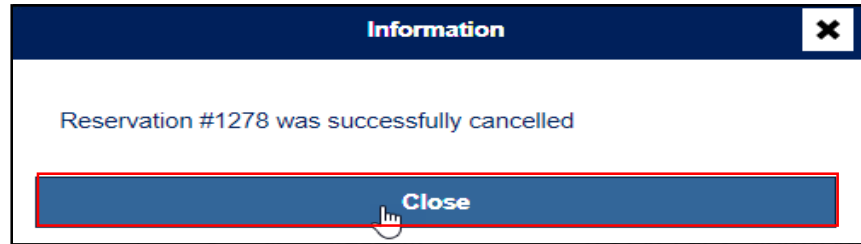
Step 4

You will receive a **Confirm** message regarding the Cancellation Policy. Click the **Yes** message.



Step 5

On the next screen we will receive an **Information** message telling us the Reservation was **Successfully Cancelled**. Click the **Close** tab.



Step 6

You will return to the My Reservations screen. On the Reservation line the Status now displays **Cancelled**.

