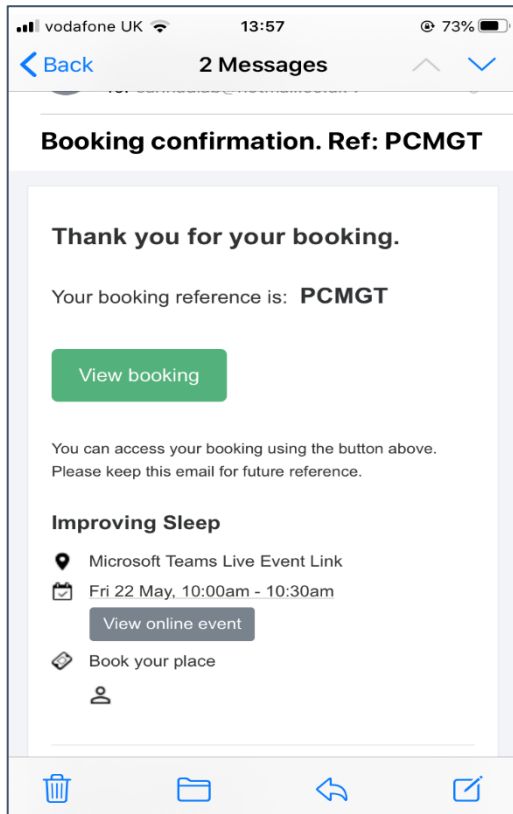
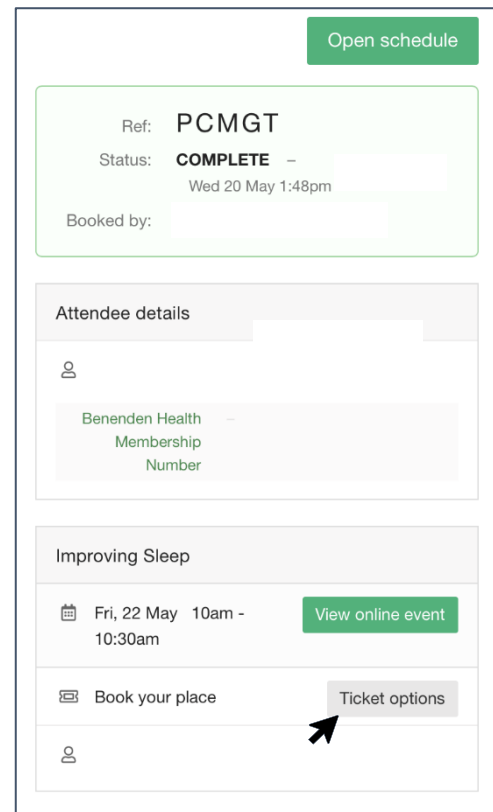


Benenden Event Cancellation Manual

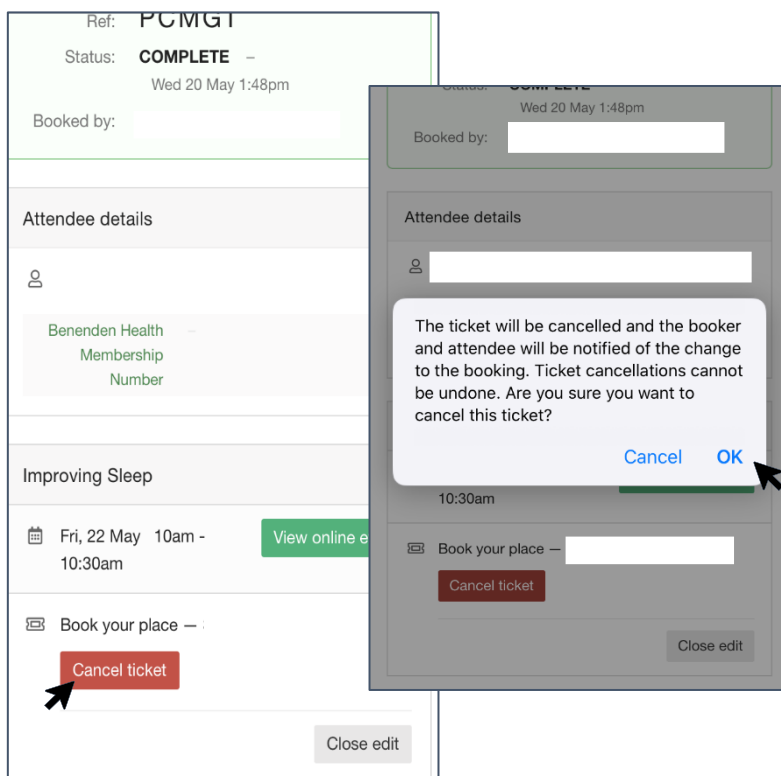
If you would like to cancel an event booking, please follow the below steps:



Find the booking confirmation email and click on **'View Booking'**.



On the right hand side you will see **'ticket options'**, click on this.



An option will then become available to **'cancel ticket'** in a red box. Click this box and a further message will confirm you want to cancel your scheduled booking.

Once you have clicked the **'OK'** button, your ticket will be successfully cancelled. Your ticket status will change to **'CANCELLED'** and a confirmation message will show in the webpage banner.