Updating a Reservation

Booking · https://www.bookedscheduler.com/help/booking/updating-a-reservation/

You can only update any reservation that you have created or that was created on your behalf.

To update a reservation, find it on the Schedule, click to open, update as needed, and click Update to save your changes.

By default, you cannot update a reservation that is in the past, though you administrator may change this option.

Updating Specific Instances From a Series

If a reservation is set up to repeat, then a series is created. After you make changes and Update the reservation, you will be asked which instances of the series you want to apply the changes to.

You can apply your changes to the instance that you are viewing (Only This Instance) and no other instances will be changed.

You can update All Instances to apply the change to every reservation instance that has not yet occurred.

You can apply the change only to Future Instances, which will update all reservation instances including and after the instance you are currently viewing.

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