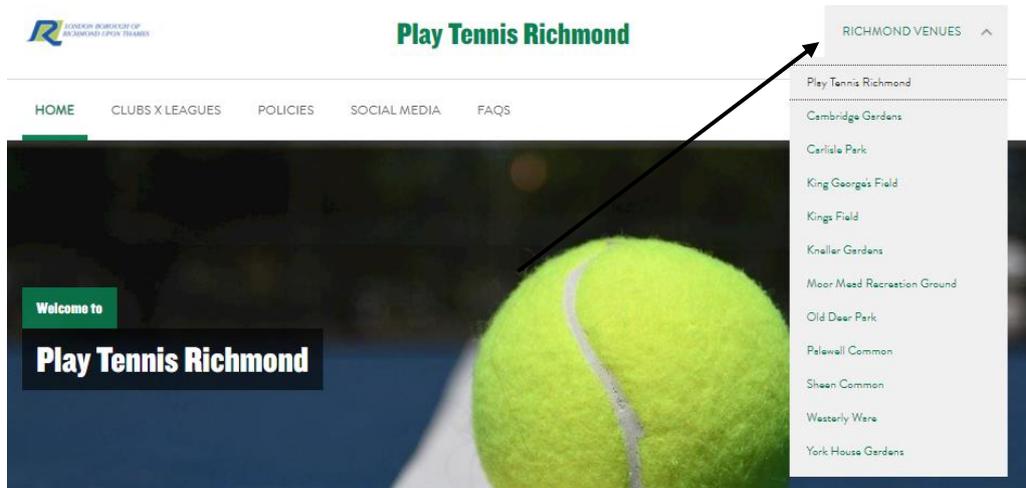


## How to cancel bookings

Step 1: Go to the correct venue "Book a Court" page

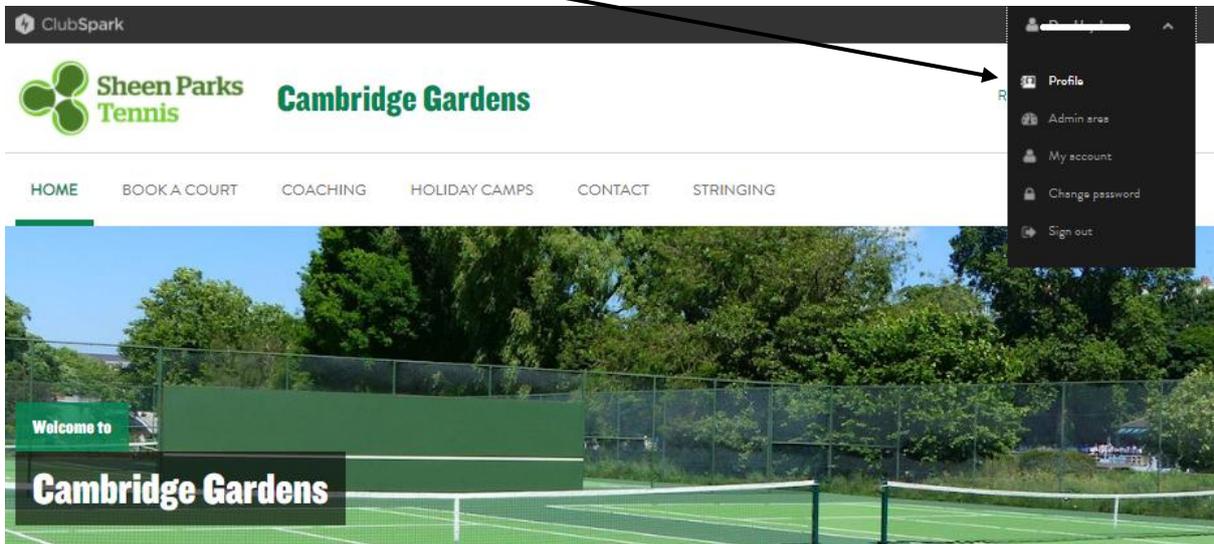


Step 2: Log into ClubSpark (top right-hand corner)

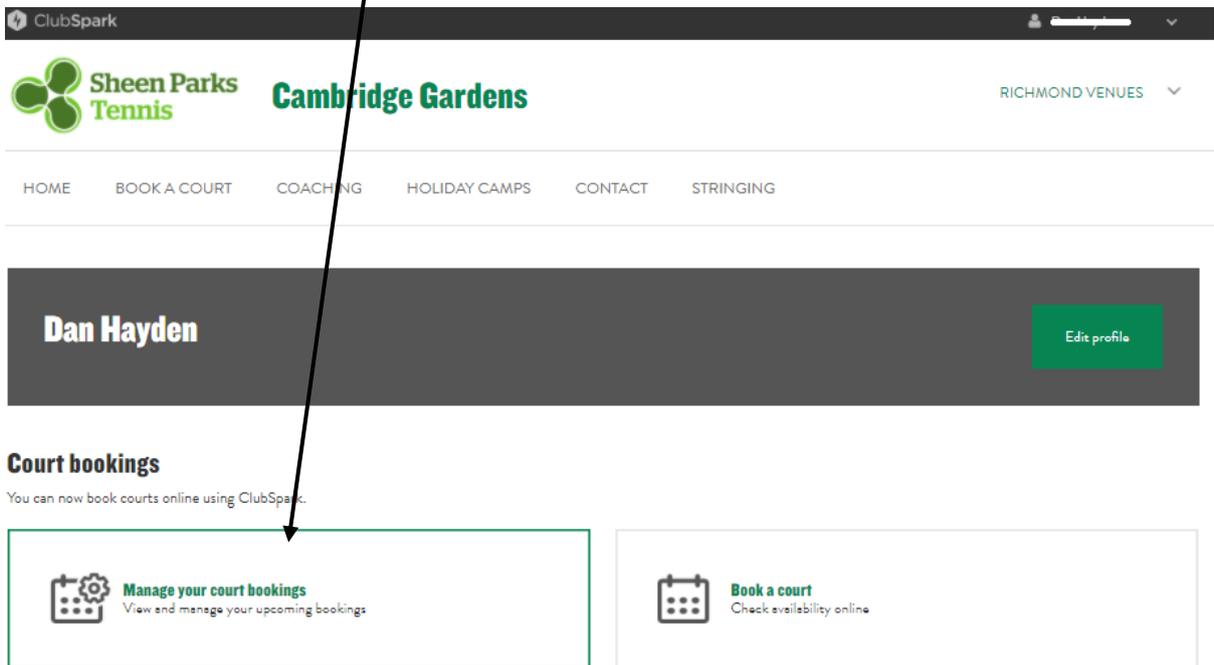


**Step 3: Click on your name (top right-hand corner)**

**Step 4: Click "My Profile"**



**Step 5: Click "Manage Bookings"**



**Step 6: Find the booking & click "Cancel"\***

The screenshot shows the ClubSpark website interface. At the top, there is a dark navigation bar with the ClubSpark logo and a user profile icon. Below this is a header section with the Sheen Parks Tennis logo and the text 'Cambridge Gardens'. To the right of the header, it says 'RICHMOND VENUES' with a dropdown arrow. A horizontal menu below the header includes 'HOME', 'BOOK A COURT' (which is highlighted with a green underline), 'COACHING', 'HOLIDAY CAMPS', 'CONTACT', and 'STRINGING'. On the left side, there is a 'Your profile' sidebar menu with options: 'Your details', 'Your bookings' (highlighted), 'Your courses', 'Your memberships', and 'Sign out'. The main content area is titled 'Your bookings' and contains the text 'Your upcoming bookings at Cambridge Gardens.' Below this text is a large grey box with a calendar icon and the message: 'Sorry you don't have any bookings coming up. Do you want to book a court?'.