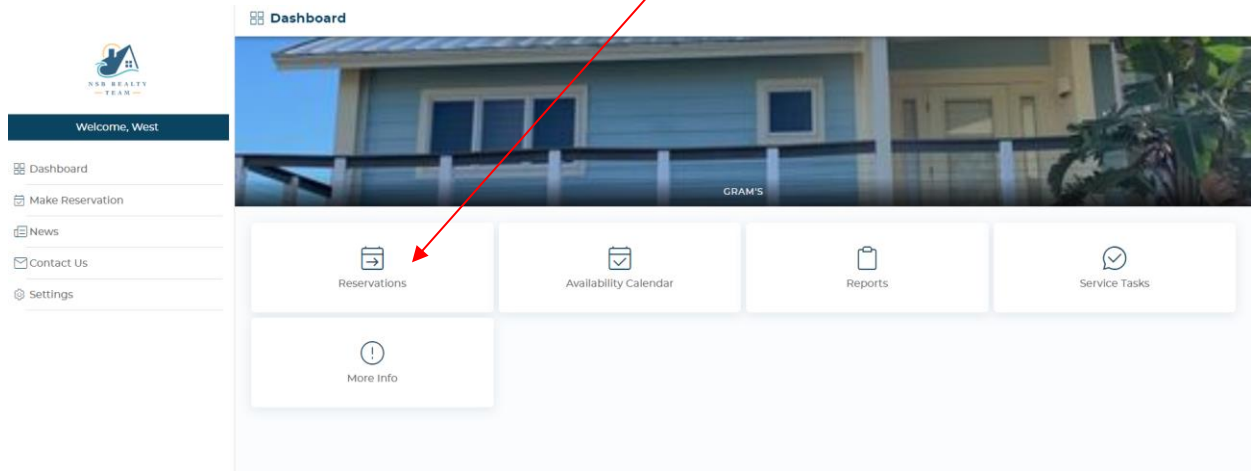
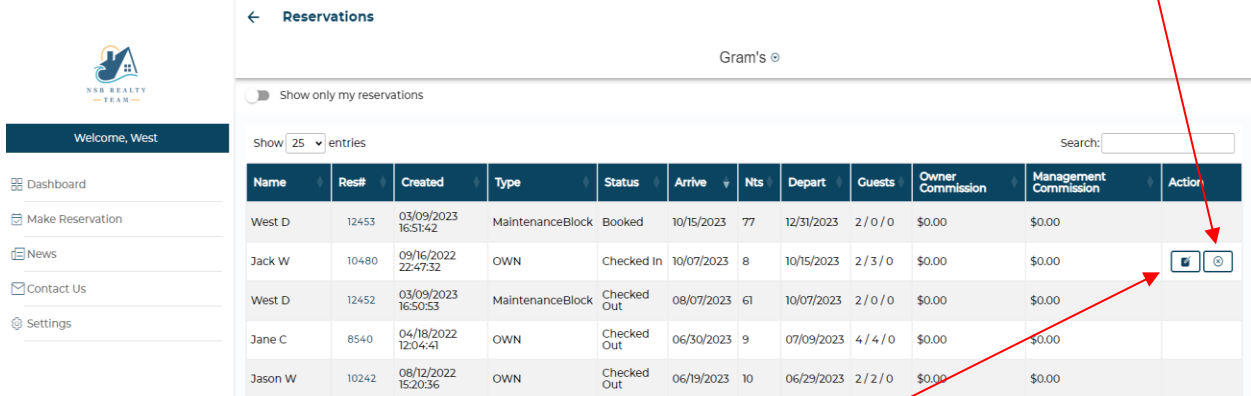


How to Cancel an Owner Reservation

On your dashboard (main page) go to Reservations



Find the owner reservation you'd like to cancel. On the far right you'll see "Actions" Click the X



This will trigger the pop up window below.

BONUS: To modify an owner reservation: Click the edit button and alter your dates as needed instead of making a new block and confirm changes.

ervations

Cancel Owner Block

Are you sure you want to Cancel owner block # 10480

Do you want to send Official Cancellation Confirmation?

Please explain the cancellation reason:
Enter reason for cancellation

Created	Guests
03/09/2023 16:51:48	2 / 0 / 0
09/16/2022 22:47:38	2 / 3 / 0
03/09/2023 16:50:58	2 / 0 / 0
04/18/2023 12:04:48	4 / 4 / 0
08/12/2022 15:20:38	2 / 2 / 0
05/01/2023 17:16:19	2 / 2 / 0
04/18/2023 23:21:28	2 / 3 / 0
03/09/2023 16:50:18	2 / 0 / 0
04/18/2023 18:05:08	4 / 0 / 0
03/09/2023 16:46:48	MaintenanceBlock Checked Out 04/10/2023 20 04/30/2023 2 / 0 / 0
08/12/2022 15:16:39	OWN Checked Out 03/29/2023 12 04/10/2023 2 / 2 / 0
03/09/2023	Checked 03/29/2023 12 04/10/2023 2 / 0 / 0

Click on Confirm Cancellation