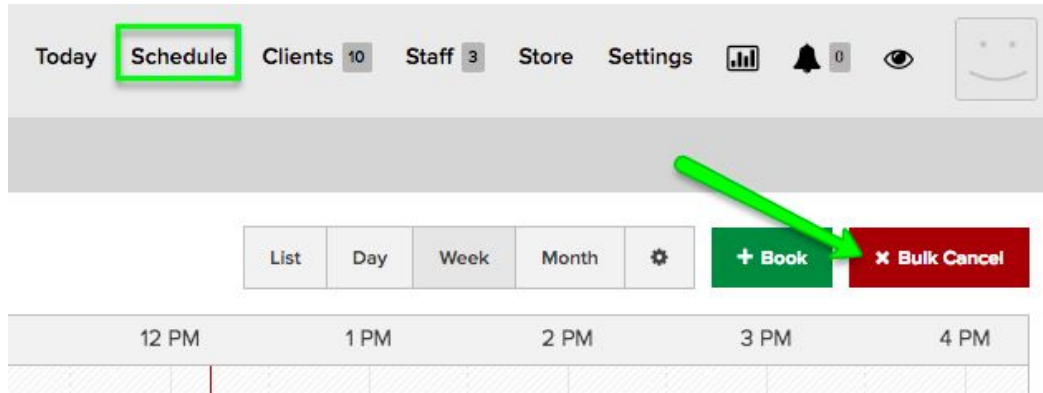


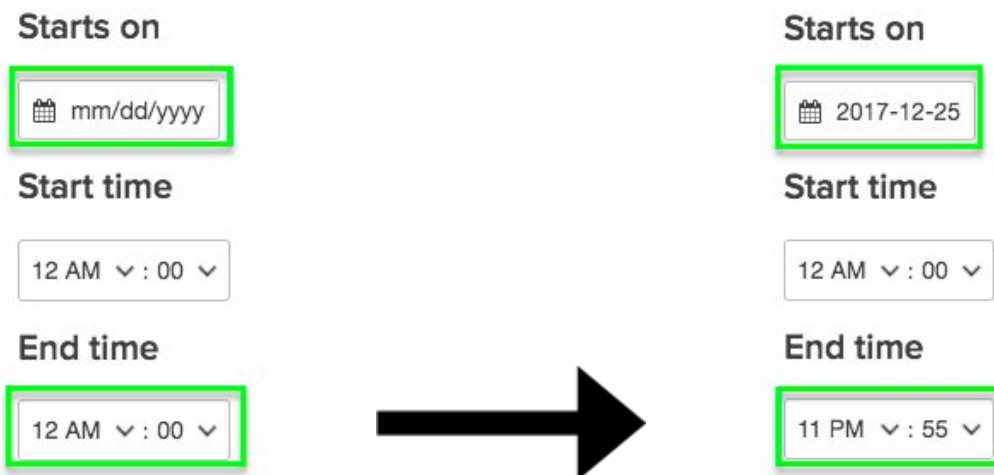
## Bulk Cancellations with Makeup Passes

### Cancelling Events for the Entire Day

Go to Schedule and select Bulk Cancel on the right hand side:







Select the date you need to cancel, change the end time to 11:55 pm, and ensure you do not have any filters set:



## Filters

Services	<b>Staff</b>	Locations	Rooms
----------	--------------	-----------	-------

Q  ✕ All None




	Bob Hope		<span>✕</span>
	Jacquelyn Gleasen		<span>✓</span>
	Karl Swenson		<span>✓</span>

✓ Continue

Once everything appears correct, select Continue:

Services	<b>Staff</b>	Locations	Rooms
----------	--------------	-----------	-------

Q  ✕ All None

	Bob Hope	<span>✓</span>
	Jacquelyn Gleasen	<span>✓</span>
	Karl Swenson	<span>✓</span>

✓ Continue 

You will see the requested day and time that you are setting up for cancellation. Please ensure you read this very carefully as cancellations **cannot** be reversed. You can choose to remove the events from the calendar and notify affected clients. You need to keep the cancelled event on the calendar in order for makeup passes to be issued:

Bulk Cancellation ✕

### Please confirm bulk cancellation

Cancelling 5 events on Dec 28th 2017 from 12:00 AM to 11:00 PM.

#### Remove this event from the calendar?

No 

Yes

#### Notify affected clients

No

Yes

#### Issue Makeups?

No

Yes 

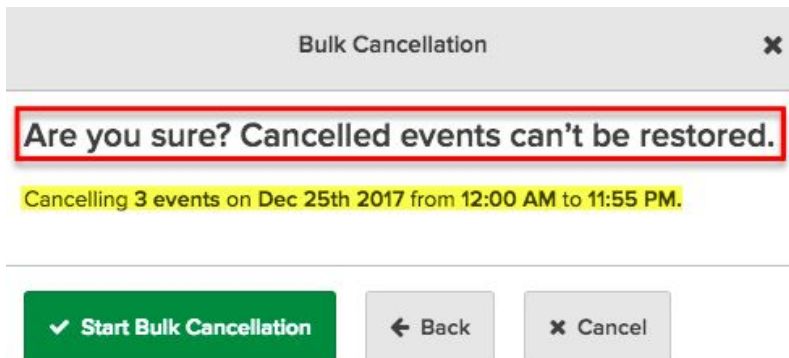
Why is a make-up being issued?

Other

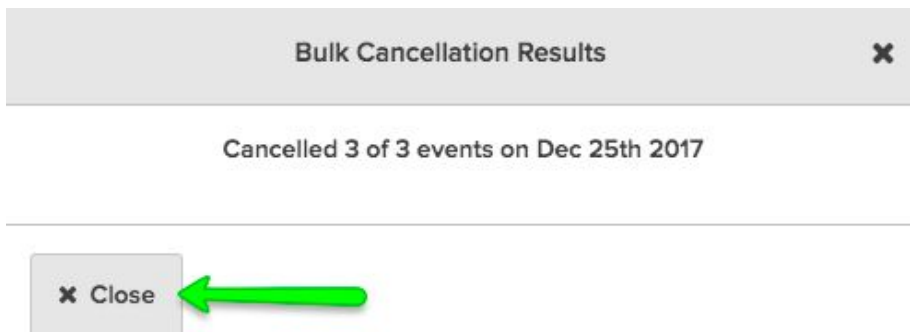
Any other details?

Holiday

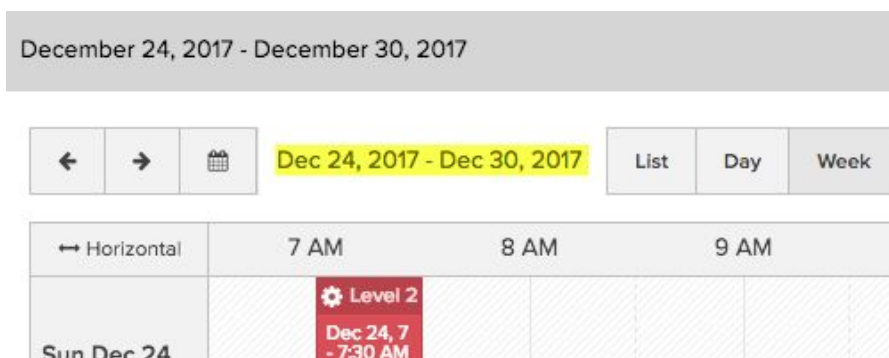
You will receive another screen asking for confirmation with the day and time. If everything is correct, select Start Bulk Cancellation:



You will see the progress as the events are cancelled. Once it is finished, select Close to get back to your schedule:



You will be taken to the day you cancelled on your calendar in either List, Day, Week, or Month view:



### Canceling Select Hours within a Day

To cancel select hours, ensure you choose your date, start time, and end time:

**Starts on**  
mm/dd/yyyy

**Start time**  
12 AM : 00

**End time**  
12 AM : 00

→

**Starts on**  
2017-12-26

**Start time**  
5 AM : 00

**End time**  
12 PM : 00

Proceed through the rest of the process as prompted above.  
**Cancelling with Filters for Services, Staff, Locations, or Rooms**

Select the tab you want to filter for:

**Filters**

Services Staff Locations Rooms

Q

You can push None to deselect everyone and add individuals *or* start deselecting the choices one-by-one:

Q All None

**Classes (1)**

Level 2 Class

**Other Services (2)**

Level 1 Class

Appointment

Q

**Classes (1)**

Level 2 Class	<input checked="" type="checkbox"/>
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**Other Services (2)**

Level 1 Class	<input checked="" type="checkbox"/>
Appointment	<input checked="" type="checkbox"/>

---

Proceed through the rest of the process as prompted above.