Change Start/End Time in Web App

A key thing to remember is the difference between a reservation and a booking. Reservations convey the who and what of your programming, and bookings describe the where and when.

From the View My Requests section of the site. You can select any of your reservations that were scheduled using the Centralized Scheduling Service to edit them. There are three ways to make changes to either your reservation or bookings.

- Edit Reservation
- Booking Tools
- The edit icon in the Actions column

Choosing Edit Reservation will allow you to make changes to the event name, first or second contacts, and the event type.

Booking Tools allows for bulk changes to multiple bookings for date and time.

The edit icon in the actions column allows for changes to individual bookings for location, time, and date.