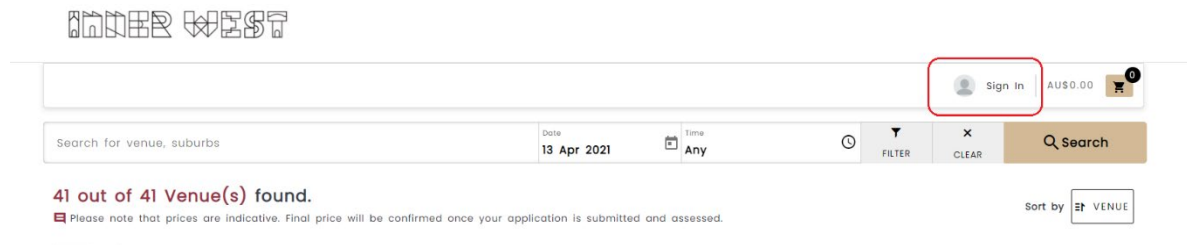


Inner West Council – Public Booking Portal Cancelling a Booking

Step 1

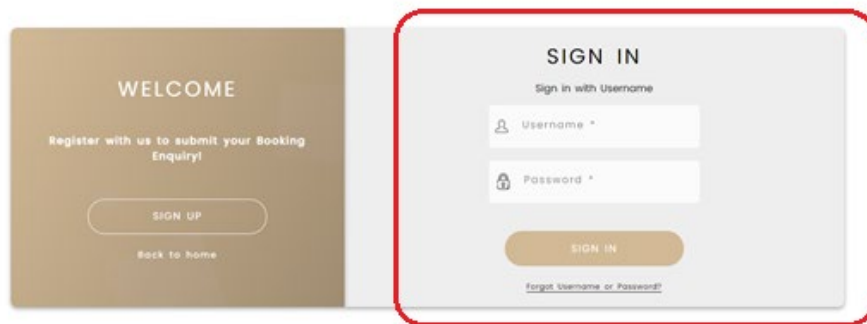
Log on the online portal by clicking on the below link, and then clicking on 'Sign in'

<https://bookings.innerwest.nsw.gov.au/Booking/Casual>



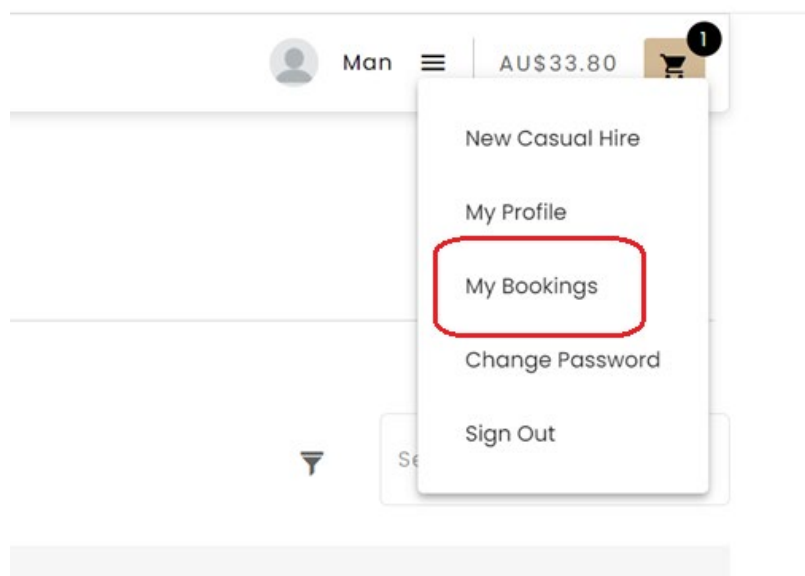
Step 2

Log on using your details



Step 3

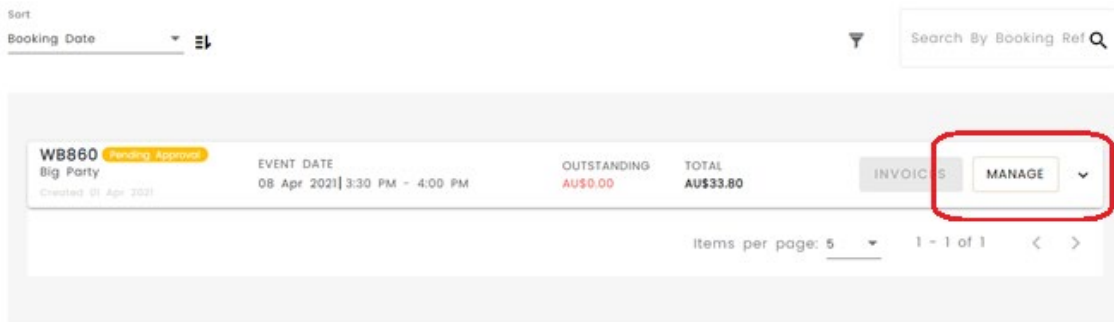
From your profile menu select 'My Bookings'



Inner West Council – Public Booking Portal Cancelling a Booking

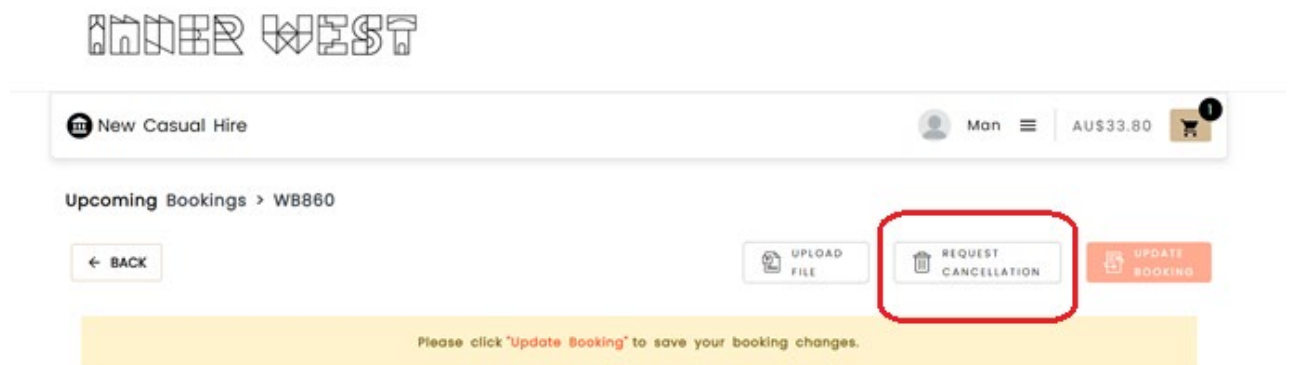
Step 4

In the booking click on the **'Manage'** tab to access the details page of your booking



Step 5

Click on the **'Request Cancellation'** tab in the top right of the booking



Then click **'Yes'** if you would like to proceed



The system will then update the status to **'Pending Cancel'** and a bookings team officer will review your request and contact you to finalise the request

