Step-by-Step Instructions to Modify or Cancel Booking

Modifications must be completed at least 24 hours in advance. Cancellations must be completed at least 48 hours in advance.

1. In a web browser, go to cityofwimberley.checkfront.com/reserve/ and log in to your account. If you cannot remember your password, click “Forgot Password?” on the bottom right.

2. Click your name in the top right corner. Click “Profile” from the dropdown list.
3. You should now see a list of “Bookings”. **TO MODIFY**, from the list, click on the Unique Booking Code for the booking (ex: ABCD-123456). **TO CANCEL, skip to Step 9.**

4. **TO MODIFY:** On top right of your Invoice, click **“Edit this booking”**.

5. **TO MODIFY:** On the far right, click **“Edit Item”**.

**Edit Booking**
6. **TO MODIFY:** You can now change your date, time, and number of tickets. Be careful to click **exactly** what you need. Review before submitting. Click “**Save**” on the bottom right when complete.

7. **TO MODIFY:** If you have added additional tickets, you will need to pay for them here. Click “**Back to Invoice**” at the top right of the screen.
8. **TO MODIFY:** Near the center of your invoice, click “Pay Now” if it shows any **Balance Due.** Follow the payment instructions on the next page to complete your modification.

![Invoice](image)

9. **TO CANCEL:** To the far right of the reservation you’re trying to cancel, click “**Cancel Booking**”.

![My Account](image)

10. **TO CANCEL:** When prompted if you’re sure you’d like to cancel, click “**OK**”. Your booking has now been cancelled. Park management will automatically receive an email to begin the refund process.