



MELBOURNE SPORTS CENTRES

**VIEWING & CANCELLING
YOUR BOOKINGS**

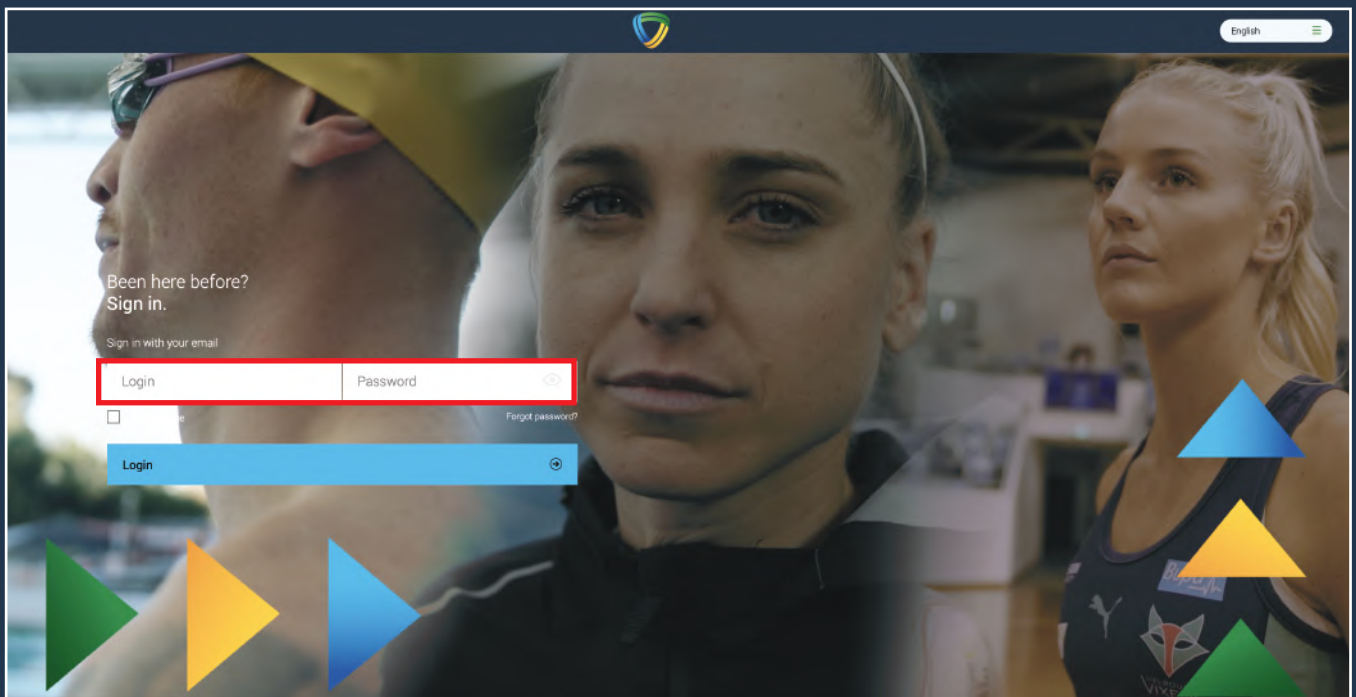
Step 1:

Click on the following link:

<https://melbournesportscentres.perfectgym.com.au/ClientPortal2/#/Login>

Step 2:

Sign in using your username and password



Step 3:

At the top of your screen, select the 'My Bookings' tab.





Step 4:

Your confirmed booking will appear as below.

The screenshot shows the 'My Bookings' page. At the top, there is a navigation bar with 'Book', 'My Bookings' (highlighted with a red box), and 'Account' buttons. Below the navigation bar, the page title is 'Reserved classes'. Underneath, there is a section for 'Next 7 days' with an 'Add to my calendar' button. A table lists a booking for 'Casual Outdoor Swimming (25m pool)' on Sunday, 11/10/2020, at 09:00 AM (+11 UTC). The location is 'Melbourne Sports and Aquatic Centre / Outdoor Pool 25M North'. A 'Cancel booking' button is visible next to the booking details. Below the table, there is a 'Show past bookings' link.

Step 5:

To cancel your booking, click on the 'cancel booking' button. Note that if you are cancelling outside of the 24-hour window, your session will be returned to your account. If your cancellation request falls within 24-hours of the scheduled session, then you will lose that session.

This screenshot is identical to the one in Step 4, but the 'Cancel booking' button is highlighted with a red box to indicate the action to be taken.