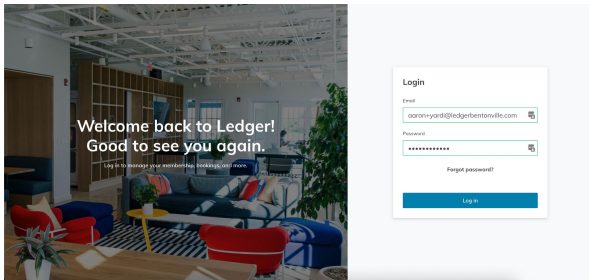


Log into the Member Portal > Menu > My Profile > My Company > Credits > Review Credits

1.



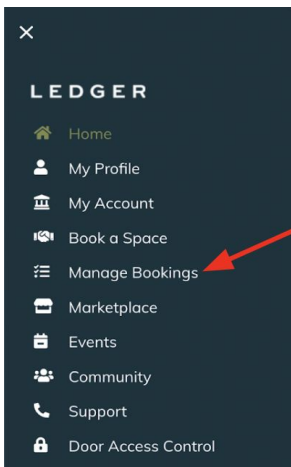
Login to member portal

2.



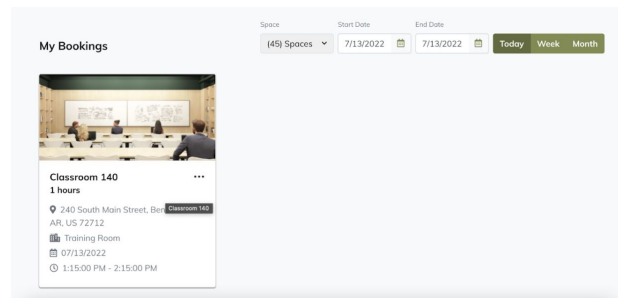
Click menu button. Upper left corner

3.



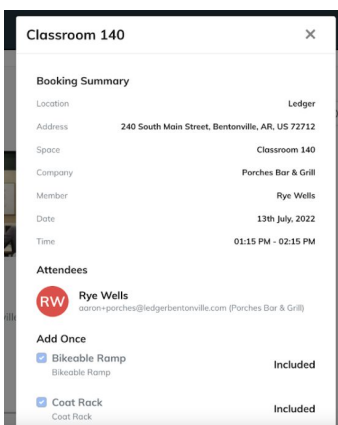
Select "Manage Bookings"

4.



Review Bookings

5.



Edit time, date, and add ons