

## HOW DO I AMEND MY PRE-BOOKING?

PLEASE NOTE: Amending booking if within the cancellation period, booking is not amendable if not in cancellation period.

- 1) Click login to my account then select Pre-book

LOGIN ×

 Pre-book <a href="#">Go to my account &gt;</a>	 ParkPass <a href="#">My app account &gt;</a>	 Season Ticket <a href="#">Go to my account &gt;</a>	 Gateway <a href="#">Go to my account &gt;</a>	 Pay Later <a href="#">Pay Later &gt;</a>
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- 2) Login via your username and password

 [Login to my account](#) 

[Find a car park](#) | [Parking solutions](#) | [Partnership](#) | [Help centre](#)

### Login to your account

Fill in your email address and password below to login

Your email address

Your password

[Forgotten your password?](#)

[Sign in](#)

- 3) Click view/amend bookings and you will see a list of all bookings, open/closed etc.

### My account/booking(s)

Welcome back | Not you? [Sign out](#)

<b>View or amend booking(s)</b> Amend, cancel, view booking details	⌵
<b>Manage account details</b> Manage personal and vehicle details	⌵

4) Click view/amend bookings

**My account/booking(s)**

Welcome back | Not you? [Sign out](#)

**View or amend booking(s)**
Amend, cancel, view booking details
⬆

**Search for a booking**

Search EITHER via booking reference OR via date

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📅 From date

📅 To date

Search »

📁 **Open booking(s)**

<p><b>Edinburgh Airport</b></p> <p>Entry date &amp; time: 17/01/2023 09:00    Exit date &amp; time: 18/01/2023 17:00</p> <p>Ref No : EDI-DW-11787402            Booking date &amp; time : 16/01/2023 - 16:45            Vehicle registration number : TBC            Promo Code: DGT99MKT21</p>	<p>Total</p> <p style="font-size: 1.2em; font-weight: bold;">£0.00</p>	<p>🕒</p> <p>Status : Open</p> <div style="background-color: #343a40; color: white; padding: 5px 10px; border-radius: 5px; display: inline-block; font-weight: bold;">View/amend details</div>
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5) Click amend

**Search for a booking**

Search EITHER via booking reference OR via date

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📅 From date

📅 To date

Search »

📁 **Open booking(s)**

<p><b>Edinburgh Airport</b></p> <p>Entry date &amp; time: 17/01/2023 09:00    Exit date &amp; time: 18/01/2023 17:00</p> <p>Ref No : EDI-DW-11787402            Booking date &amp; time : 16/01/2023 - 16:45            Vehicle registration number : TBC            Promo Code: DGT99MKT21</p>	<p>Total</p> <p style="font-size: 1.2em; font-weight: bold;">£0.00</p>	<p>🕒</p> <p>Status : Open</p> <div style="background-color: #fff; border: 1px solid #ccc; padding: 5px 10px; border-radius: 5px; display: inline-block; font-weight: bold;">Hide details</div>
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NCP Edinburgh Scotpark - Flex Plus
Price: £0.00

Amend booking

Cancel booking

Total: £0.00

Your details

- 6) You will then be given the option to select the new date(s) and time(s), then click the amend booking highlighted as yellow

📄
Open booking(s)

<p><b>Edinburgh Airport</b></p> <p>Entry date &amp; time: 17/01/2023 09:00    Exit date &amp; time: 18/01/2023 17:00</p> <p>Ref No : EDI-DW-11787402          Booking date &amp; time : 16/01/2023 - 16:45          Vehicle registration number : TBC          Promo Code: DGT99MKT21</p>	<p>Total <b>£0.00</b></p>	<p style="text-align: center;">🕒</p> <p>Status : Open</p> <p style="text-align: center; border: 1px solid #ccc; padding: 2px 10px;">Hide details</p>	
<p>NCP Edinburgh Scotpark - Flex Plus <span style="float: right;">Price: £0.00</span></p>			
<p style="background-color: #333; color: white; padding: 2px 10px; display: inline-block; margin-right: 10px;">Amend booking ⓘ <span style="border: 1px solid #ccc; padding: 2px 10px; display: inline-block;">Cancel booking ⓘ</span> </p>		<p><b>Total: £0.00</b></p>	
<p>Are you sure you want to amend this booking?</p> <p>Please note, you can only amend your parking product. Any extras will be carried over from your original booking.</p>			
<div style="border: 1px dashed #ccc; padding: 2px; display: flex; align-items: center;"> <span style="font-size: 0.8em; margin-right: 5px;">📅</span> <input style="width: 100%; border: none;" type="text" value="17/01/2023"/> </div>	<div style="border: 1px dashed #ccc; padding: 2px; display: flex; align-items: center;"> <span style="font-size: 0.8em; margin-right: 5px;">📅</span> <input style="width: 100%; border: none;" type="text" value="18/01/2023"/> </div>		
<div style="border: 1px dashed #ccc; padding: 2px; display: flex; align-items: center;"> <span style="font-size: 0.8em; margin-right: 5px;">🕒</span> <input style="width: 100%; border: none;" type="text" value="05"/> </div>	<div style="border: 1px dashed #ccc; padding: 2px; display: flex; align-items: center;"> <span style="font-size: 0.8em; margin-right: 5px;">🕒</span> <input style="width: 100%; border: none;" type="text" value="00"/> </div>	<div style="border: 1px dashed #ccc; padding: 2px; display: flex; align-items: center;"> <span style="font-size: 0.8em; margin-right: 5px;">🕒</span> <input style="width: 100%; border: none;" type="text" value="07"/> </div>	<div style="border: 1px dashed #ccc; padding: 2px; display: flex; align-items: center;"> <span style="font-size: 0.8em; margin-right: 5px;">🕒</span> <input style="width: 100%; border: none;" type="text" value="00"/> </div>
<p style="background-color: #ffc107; padding: 5px 20px; display: inline-block; font-weight: bold;">Amend booking</p>			

- 7) Click show details and then click book now, if the price has changed the extra charge will be taken and if the price has reduced the remaining refunded

Original car park booking details ▼

🔍 Your Search

**Edinburgh Airport**

Entry date & time: 17/01/2023 - 05:00    Exit date & time: 18/01/2023 - 07:00

Your results Sorting by: Distance - closest ▼

NCP Edinburgh Scotpark
This car park is operated by NCP
NCP
MAP

From ~~£13.78~~  
From £0.00

5 min by bus

◀ Hide Details

**Flex Plus**

Special members price ⓘ

I agree to [NCP membership](#), with no obligation to provide further information

Book now >>
£13.78    **£0.00**

Online non-members price ⓘ    £14.78    **£0.00**

Product features ▼

Terms & Conditions ▼

8) You will then be given the option to amend details on the booking

Welcome back , (Not you? [Logout](#))

	<b>Your basket</b>	1 item(s): £0.00
<b>NCP Edinburgh Scotpark</b>		
<hr/>		
Flex Plus		£0.00
<hr/>		
<a href="#">View details</a>	DGT99MKT21	<a href="#">»</a>

### Checkout

**1** Sign in or register

**2** Your details

**3** Booking summary

Member Details		
First name	<input type="text"/>	<input checked="" type="checkbox"/> Saved <input checked="" type="checkbox"/> Cancel
Last name	<input type="text"/>	<input checked="" type="checkbox"/> Saved <input checked="" type="checkbox"/> Cancel
Email	<input type="text"/>	<input checked="" type="checkbox"/> Saved <input checked="" type="checkbox"/> Cancel
Mobile number	<input type="text"/>	<input checked="" type="checkbox"/> Saved <input checked="" type="checkbox"/> Cancel
Postcode	<input type="text"/>	<input checked="" type="checkbox"/> Saved <input checked="" type="checkbox"/> Cancel
Flight Details		
Outbound flight	<input type="text"/>	<input checked="" type="checkbox"/> Saved <input checked="" type="checkbox"/> Cancel
Inbound flight	<input type="text"/>	<input checked="" type="checkbox"/> Saved <input checked="" type="checkbox"/> Cancel
Vehicle Details		
Registration *	<input type="text"/>	<input checked="" type="checkbox"/> Saved <input checked="" type="checkbox"/> Cancel

Sign me up to receive great parking discounts, news and offers from NCP and our carefully selected partners

I have read and accept the [Car Park](#) and [Pre-book](#) and [Customer Account](#) Terms & Conditions.

By selecting continue to payment, we'll send you an email summarising your order along with details of our cancellation policy.

**This transaction will be processed against the card used for your original booking.**

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Total of your previous booking: £0.00  
Total of your new booking: £0.00  
You will not be charged for this transaction.

[Continue](#)

**4** Payment details

9) If payment is required for the extra the card details box will appear, once all the boxes are filled in and terms and conditions are accepted, click continue



10) You will then be sent an email to confirm the change of booking details



## Your confirmed booking

Thank you, your booking has been amended.

Please check your booking details below carefully. If you booked a flexible product, you can log in to your account to amend your booking online.

We're looking forward to your stay with us.

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Booking ref # **EDI-DW-11787444**

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There has been no change in the amount of your booking. Please see below the details of your amended booking.

Your booking		Total : <b>£0.00</b>
<b>NCP Edinburgh Scotpark</b>		
Flex Plus		£0.00
Entry date & time:	Exit date & time:	VAT: £0.00 inc
17/01/2023 05:00	18/01/2023 07:00	
Vehicle registration number : TBC		
Promo code :		
<a href="#">Features</a>   <a href="#">Terms and conditions</a>		

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[Back to your account](#)