

# Edit or Cancel a Monthly Subscription

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This article covers how to manage your **Monthly** subscriptions in your [Space dashboard](#).

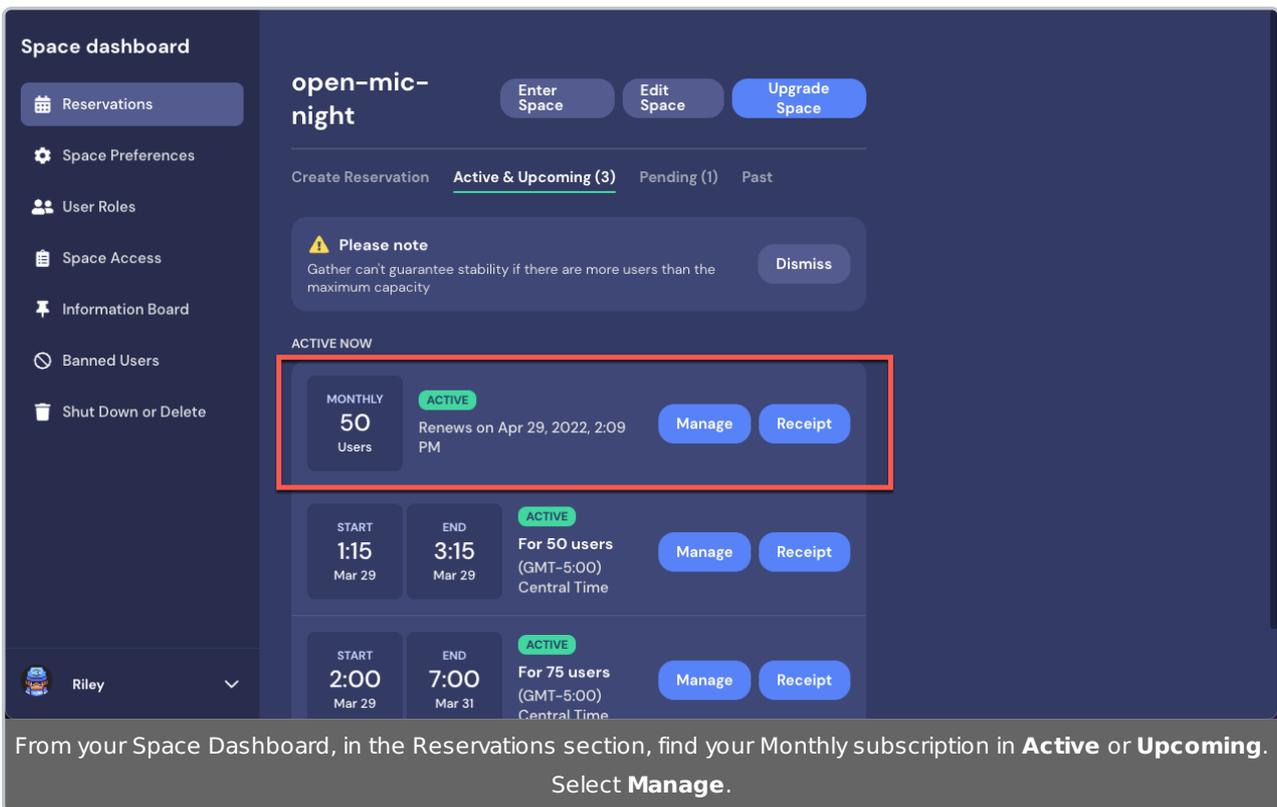
**Warning:** At this time, you cannot edit the details of an **Active** or **Upcoming Monthly** subscription. Instead, you must cancel the subscription and rebook it.

## Key Subscription Details

- **Monthly** subscriptions place your Space on our Premium servers. Your **Monthly** subscription auto-renews every 30 days from your Start Date, so you will be charged each month using the payment method you originally provided.
  - **For example:** If you purchase a subscription with a start date of November 1, your subscription will **automatically** renew and you will be **automatically** charged for the next month on November 30. You will receive an email reminder about the upcoming payment 15 days prior to renewal.
- You must be the person who booked the subscription to edit it.
- You cannot edit the details of subscriptions, but you can cancel them and rebook. The refund behavior is a little different for canceling an **Active Monthly** subscription versus an **Upcoming Monthly** subscription.
  - **Active Monthly Subscription:** When you cancel an **Active Monthly** subscription, you will not receive a pro-rated refund. Your Space will remain active for the original capacity until the end of your billing cycle. *You will not experience any disruption in your Space.* (The end of your billing cycle is every 30 days from your Subscription start date.)
  - **Upcoming Monthly Subscription:** You are not charged for an **Upcoming Monthly** subscription until the subscription Start Date and time, so you can cancel this subscription at any time.
- You decide when your new reservation will begin. You can begin your new reservation immediately, or you can schedule the new reservation to begin when your current reservation ends.

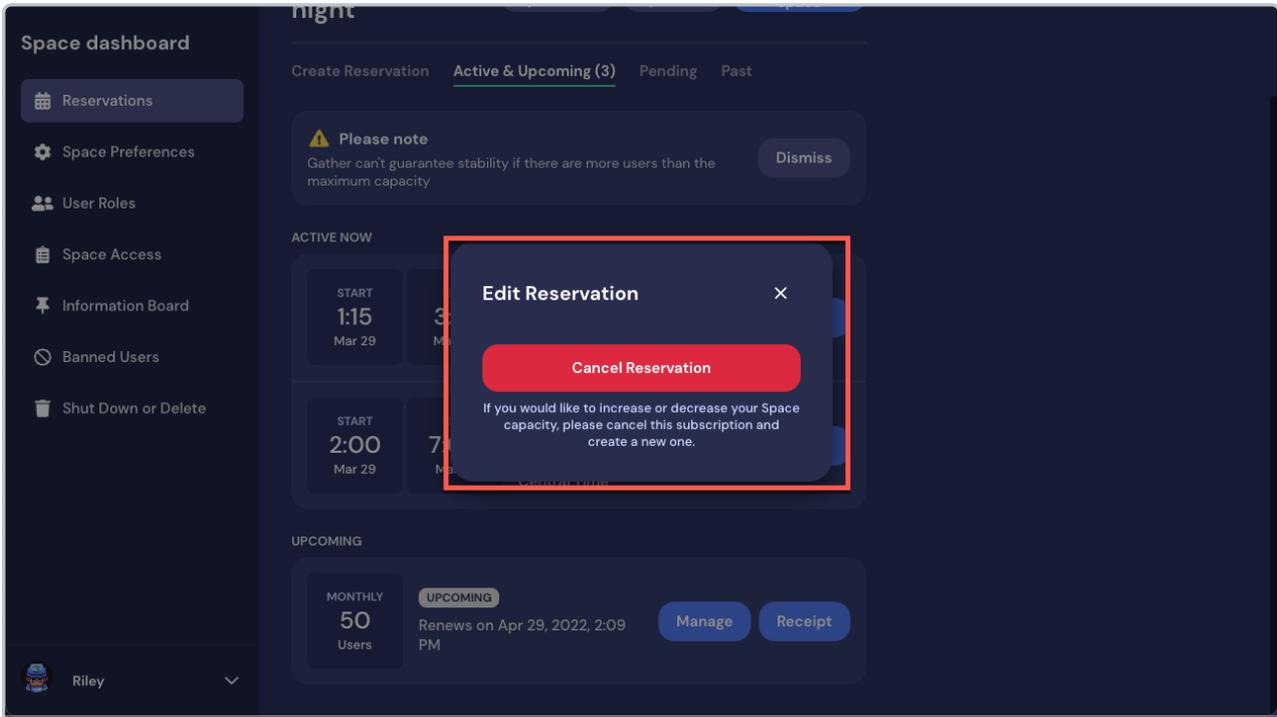
## Cancel and/or Rebook Active Subscription

To manage your subscriptions, [open your Space dashboard](#). In **Reservations**, select the **Active & Upcoming** to find the active subscription you wish to update. Select **Manage** on the subscription to be modified.



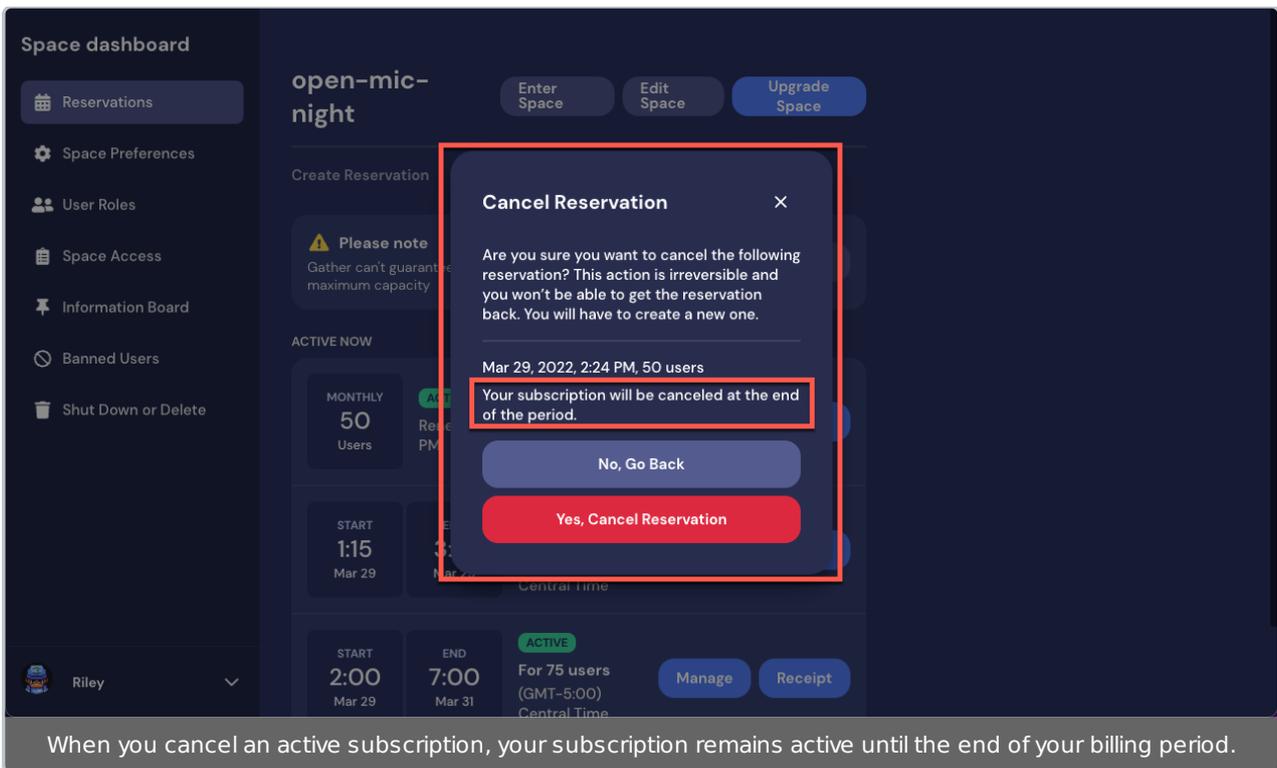
From your Space Dashboard, in the Reservations section, find your Monthly subscription in **Active** or **Upcoming**.  
Select **Manage**.

The **Edit Reservation** modal displays, explaining that you cannot edit the subscription. If you wish to change your subscription details, select **Cancel Reservation**.



When you select **Manage** for a subscription, a message displays that you must cancel the subscription and create a new one for changes. Select **Cancel Reservation** to proceed.

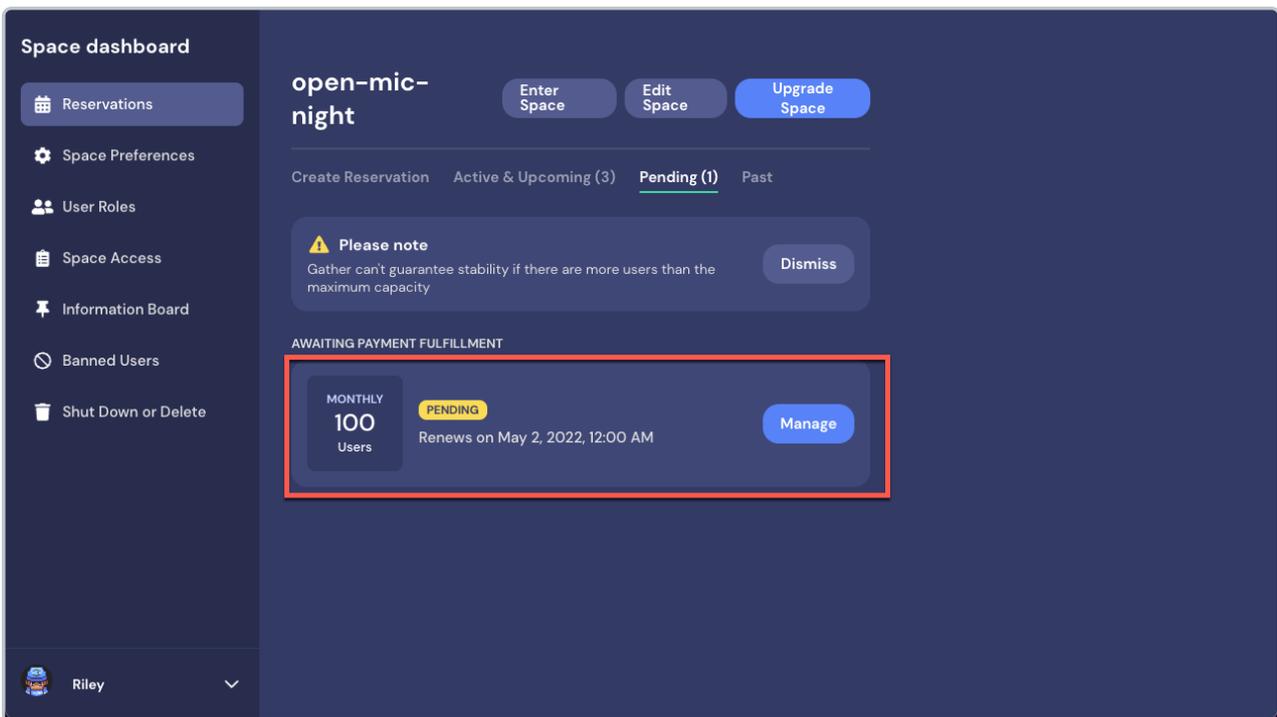
When you select **Cancel Reservation**, you must confirm you wish to cancel. Your active subscription will remain active until the end of your billing cycle, which is 30 days from your Subscription Start date.



Once your subscription is canceled, you can now rebook the subscription. (See [Create a Reservation or Subscription](#) for a refresher.) Remember, your Space will remain active for the original capacity until the end of your billing cycle. *You will not experience any disruption in your Space.*

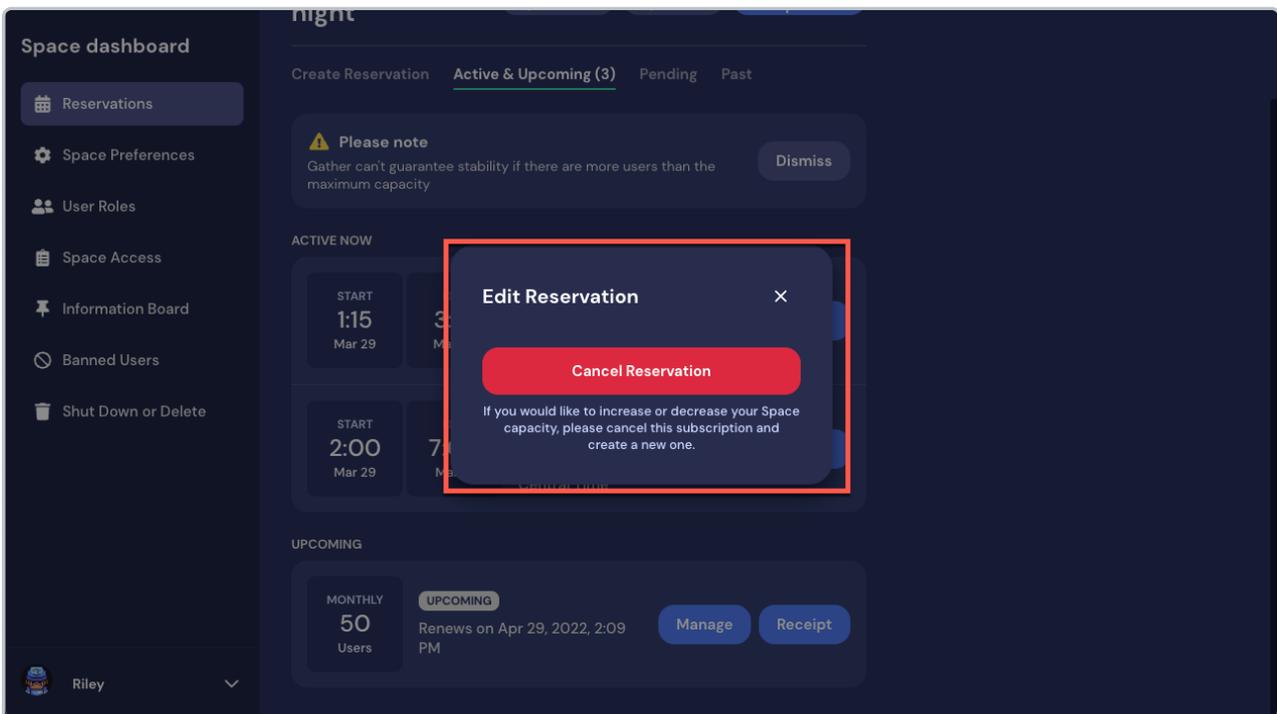
## Cancel and/or Rebook Upcoming Subscription

To manage your subscriptions, [open your Space dashboard](#). In **Reservations**, select Pending to find the upcoming subscription you wish to update. Select **Manage** on the subscription to be modified.



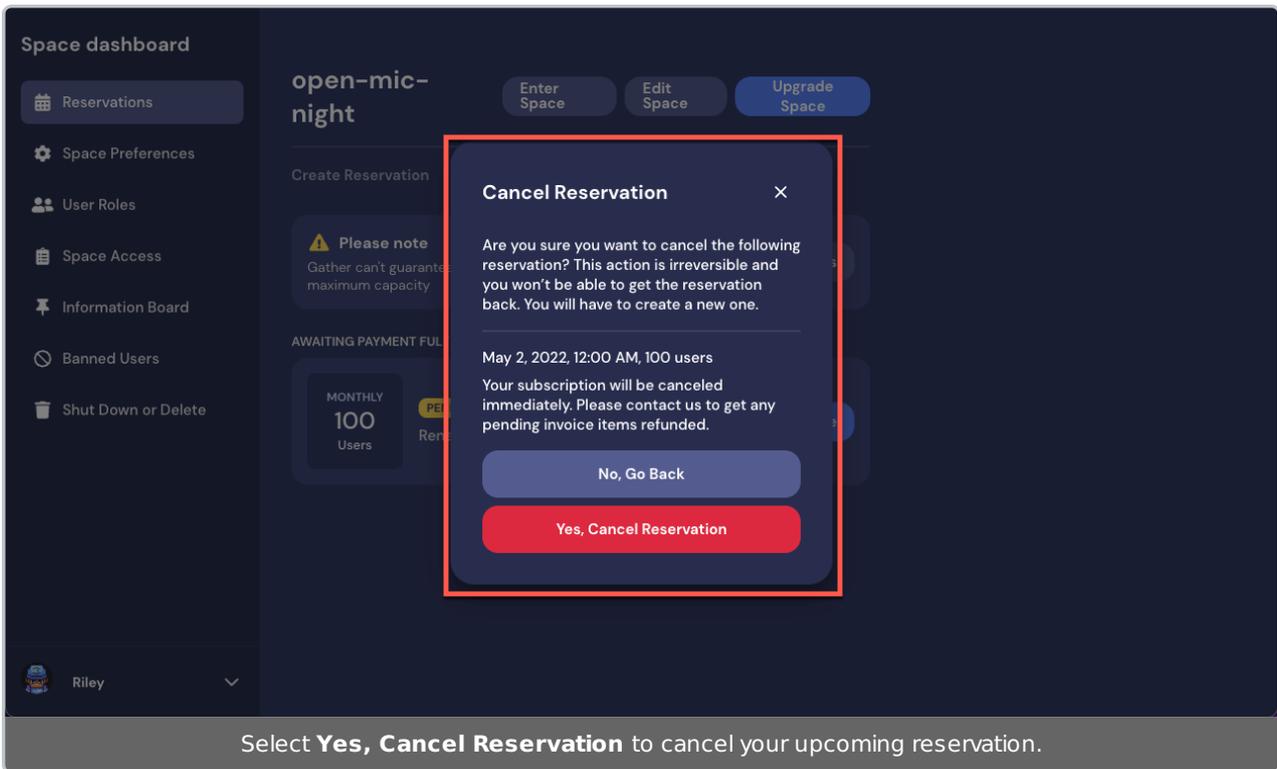
In the **Pending** tab, select **Manage** for the upcoming subscription you wish to modify.

The **Edit Reservation** modal displays, explaining that you cannot edit the upcoming subscription. If you wish to change your subscription details, select **Cancel Reservation**.



When you select **Manage** for a subscription, a message displays that you must cancel the subscription and create a new one for changes. Select **Cancel Reservation** to proceed.

When you select **Cancel Reservation**, you must confirm you wish to cancel. Your upcoming subscription will immediately be canceled and you will not be charged.



Once your subscription is canceled, you can now rebook the subscription. (See [Create a Reservation or Subscription](#) for a refresher.)