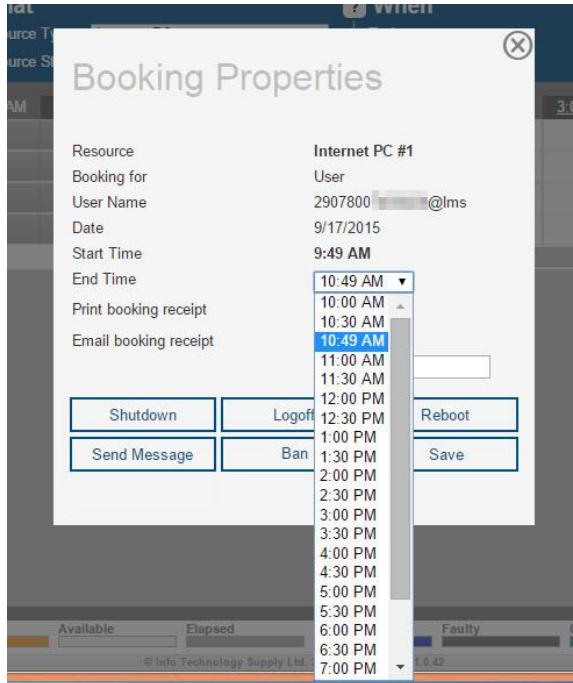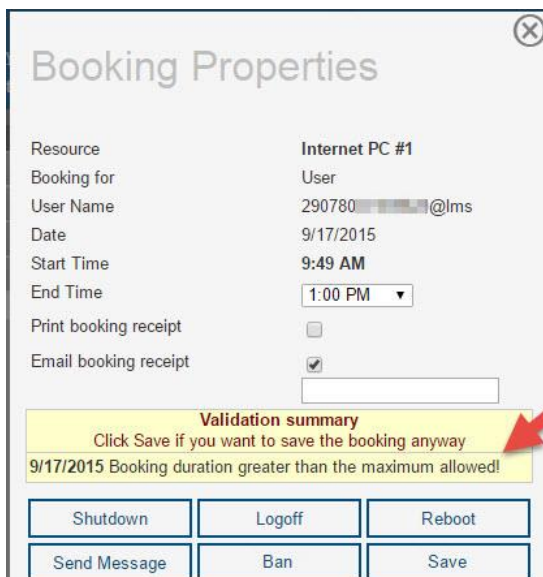# Extending an in-use booking

It is easy to extend an in-use booking in MyPC when logged into MyPC with your library's staff account.

1. On the Bookings screen, click on the booking you'd like to extend.
2. Click on the *End Time* drop down to select the desired end time for the booking

3. Click *Save*

Note: If the End Time you've entered creates a booking that exceeds the patron's time limit, you will get a warning message. Just click *Save again* to override the normal limits and save your changes.