How to change a reservation in OpenTable

This guide shows you how to change a reservation in OpenTable from the app or the website. You sign in, open your upcoming reservation, and edit the date, time, or party size. Then you find a new table and confirm the change.

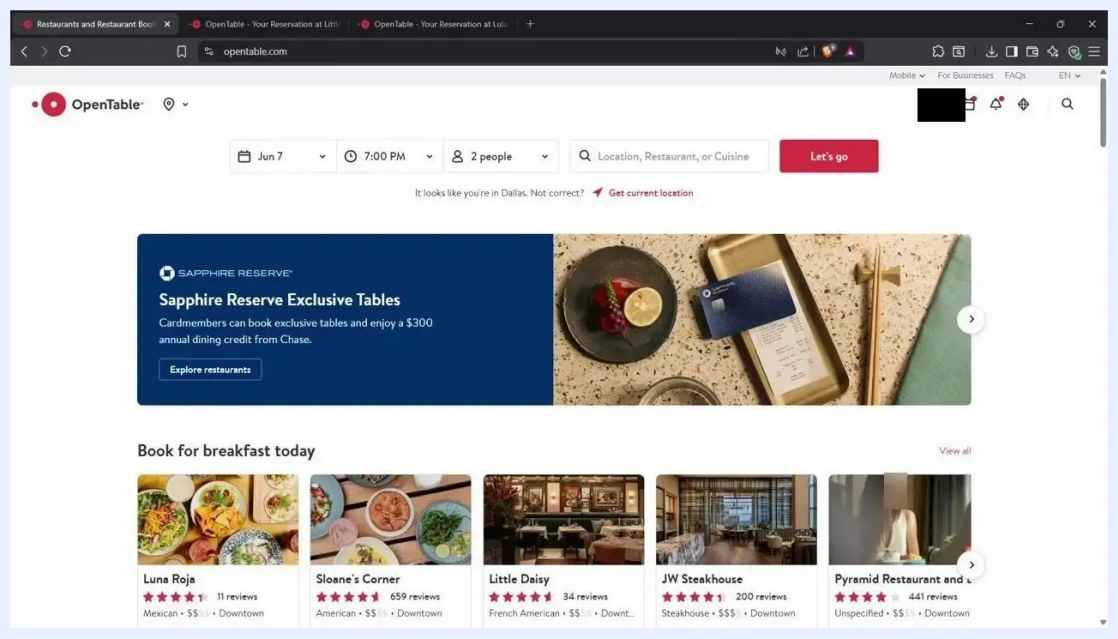
Prerequisites

- Access to the OpenTable app on your phone, or to opentable.com in a web browser.
- The login credentials for the same account you used to make your reservation.

Steps

1. Open OpenTable

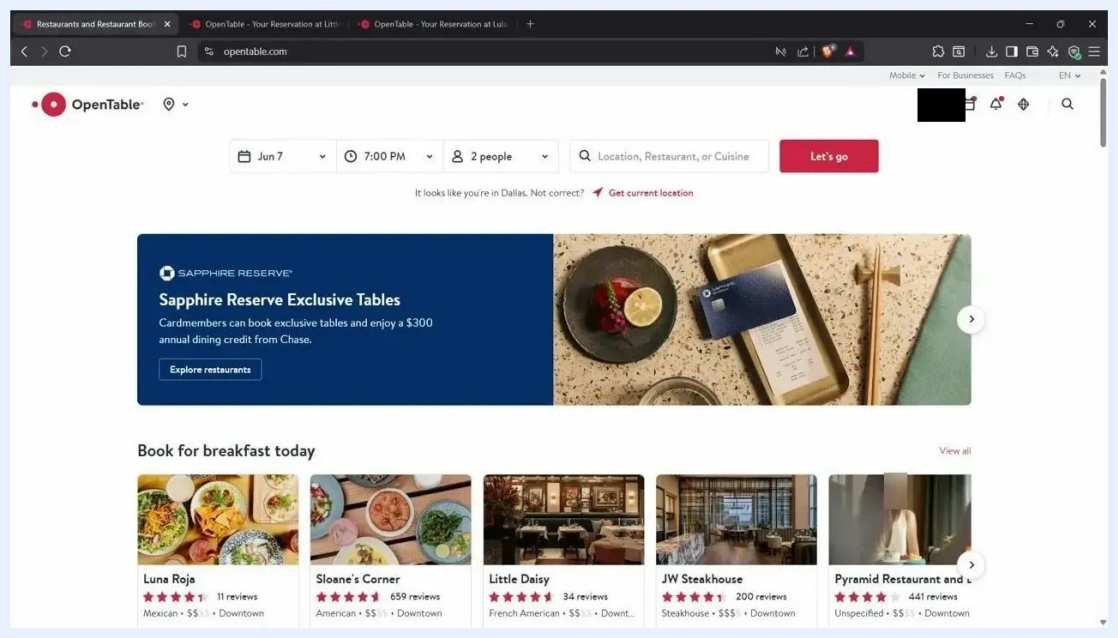
Launch the OpenTable app on your phone, or go to opentable.com in your web browser.



OpenTable logo displayed on a black background, indicating the start of the OpenTable application or website

2. Sign in to your account

Click or tap the profile icon in the top right corner. Enter the login credentials for the account you used to book your reservation.

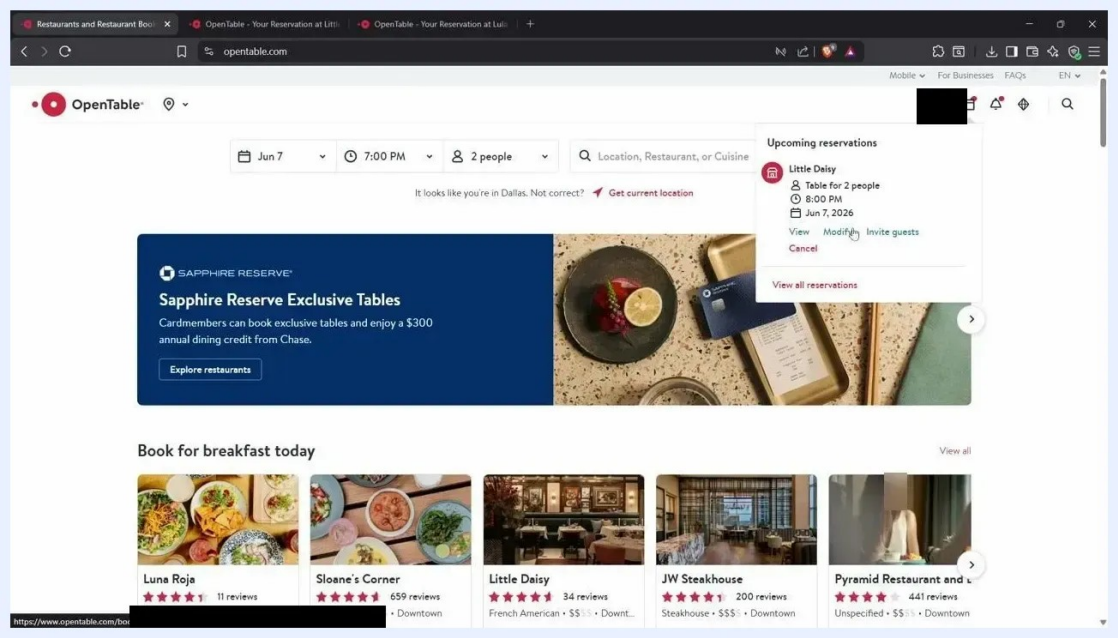


The OpenTable homepage with the profile icon in the top right corner, above the main search bar and restaurant suggestions

Make sure you are signed in to the correct account. Otherwise, you can't see your reservation details.

3. Open your reservations

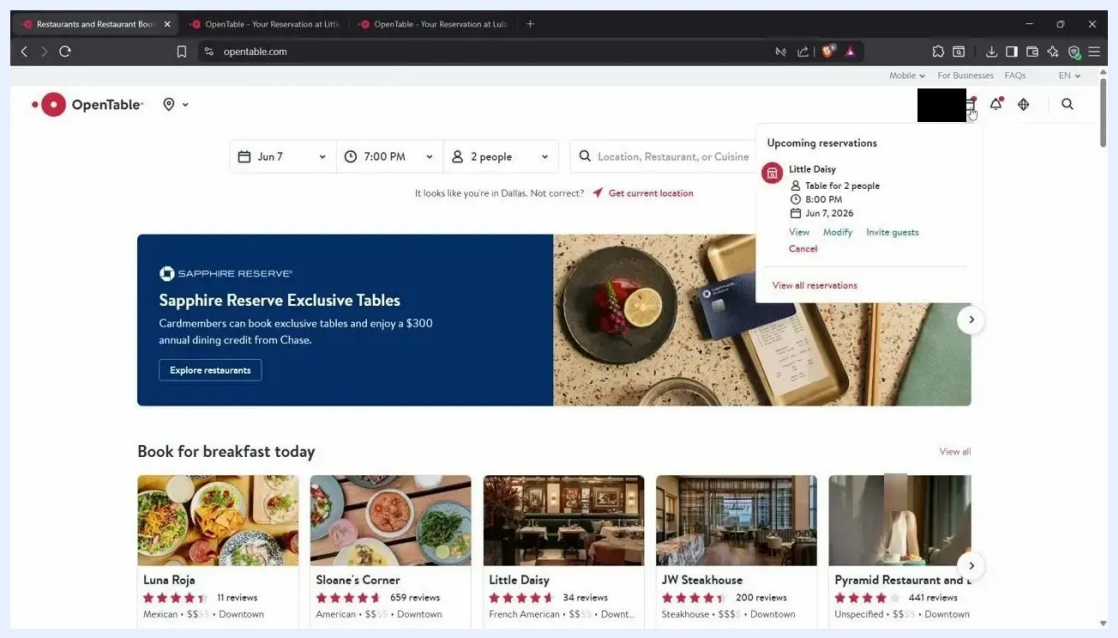
Look for a section labeled **Reservations** or **Upcoming**. Click or tap it to view your active bookings.



The OpenTable homepage with the profile dropdown open, showing My Profile, My Dining History, My Saved Restaurants, and Sign out

4. Find the reservation you want to change

In the list of upcoming reservations, find the one you want to change. In the example, the reservation is for "Little Daisy" for 2 people at 8:00 PM on Jun 7, 2026.



The Upcoming reservations dropdown showing a Little Daisy reservation for 2 people at 8:00 PM on Jun 7, 2026, with View, Modify, Invite guests, and Cancel options

Each reservation offers the options View, Modify, Invite guests, and Cancel. Click or tap the reservation to open its details.

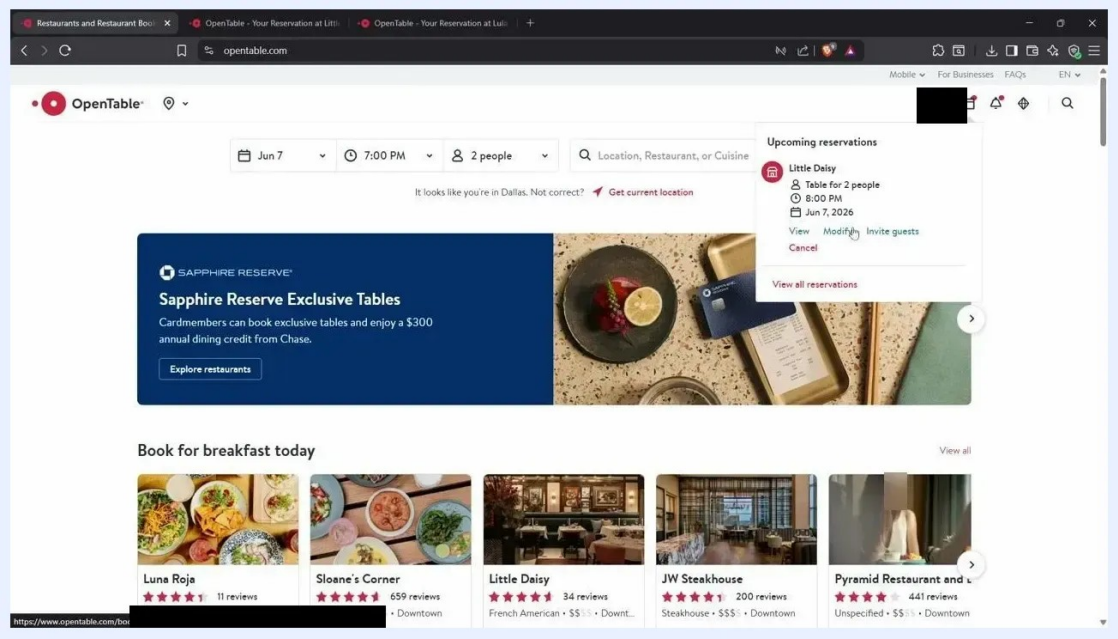
5. Check restaurant policies if you're changing close to your reservation time

If you're making changes close to your reservation time, review the restaurant's policies. Special timing or availability rules may apply.

6. Open the reservation details and select Modify

Review your reservation details, including the restaurant name, date, time, and party size. Then click the **Modify** button to continue.

The details page also offers **Cancel** and **Add to calendar**. It includes options to browse the menu, get directions, send a message, and invite your friends.

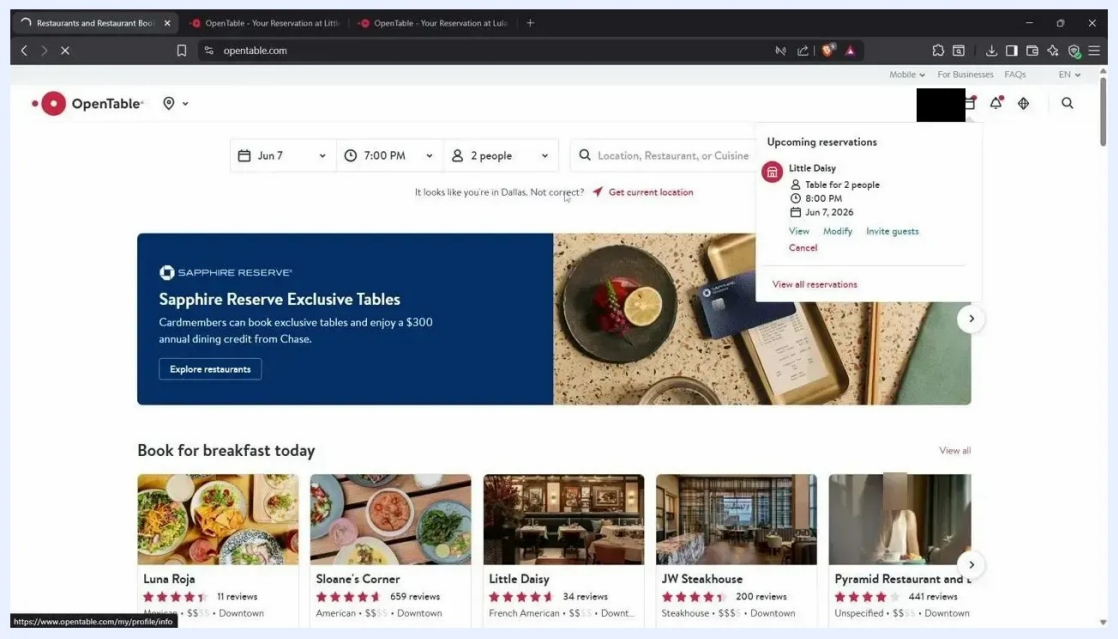


The reservation details page for Little Daisy showing the confirmed reservation, with Modify, Cancel, and Add to calendar options

7. Edit the date, time, or party size to change your reservation in OpenTable

Update the date, time, or number of people as needed. Use the dropdown menus to select the new values.

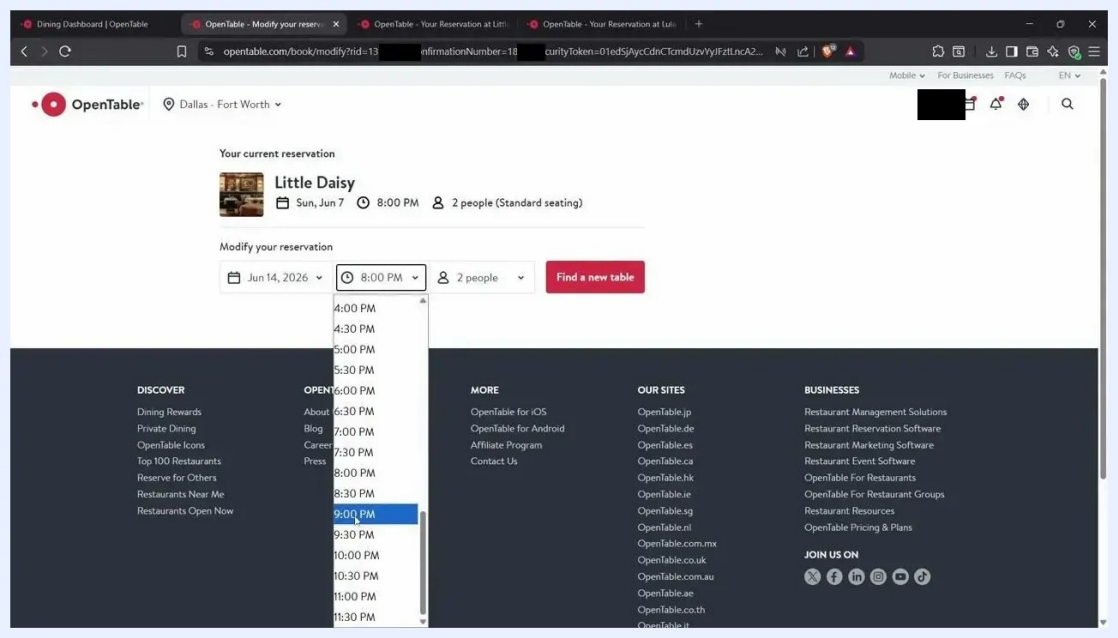
For example, change the date to **Jun 14, 2026**, the time to **8:00 PM**, and the party size to **2 people**. Be as accurate as possible so you see the best available options.



The Modify reservation page for Little Daisy with editable date, time, and party size fields and a Find a new table button

8. Find a new table

After you update the date, time, and party size, click the **Find a new table** button. Review the time slots that appear based on your new criteria.



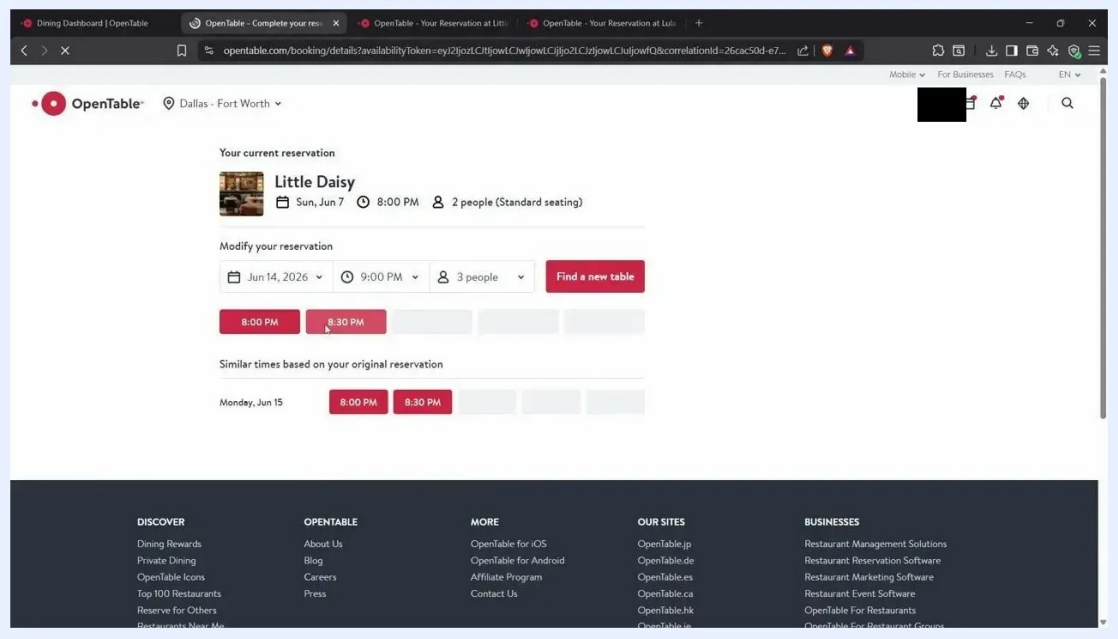
The Modify reservation page showing available time slots of 8:00 PM and 8:30 PM, plus similar times based on the original reservation

Choose your preferred time slot from the options shown, such as **8:00 PM** or **8:30 PM**. Double-check the date, time, and party size to make sure they're accurate.

9. Confirm and complete the reservation change

Review your updated reservation details, including your name, contact information, and any special requests. You can optionally select an occasion or add a special request.

Make sure your contact details, such as your name, phone number, and email address, are correct. Then click the **Complete reservation** button to finalize your changes.



The reservation confirmation page showing updated details for Little Daisy on Jun 14 at 8:30 PM for 3 people, with diner details and the Complete reservation button highlighted

Check your confirmation

After you complete the change, you should receive an in-app confirmation, an email confirmation, or both. The confirmation reflects your new reservation details.

Summary

To change a reservation in OpenTable, sign in to the account you booked with and open your upcoming reservations. Select **Modify**, update the date, time, or party size, and click **Find a new table**. Choose a time slot, check your details, and click **Complete reservation** to confirm your new dining plans.