

# How to cancel an event:

You can find the event by using the filters on the left hand side:

Once you locate the event on the *Events* page, click the event title:

	Event Name	Reservation	Start Date	End Date	Status	Scheduler
✖	⊙ Reservation 107014- Plan Pai...	20200519-00002	10/16/2020	10/17/2020	Canceled	
✖	⊙ 107039 HBSA First General ...	20200507-00001	09/10/2020	09/10/2020	Canceled	
✖	⊙ Reservation 107034- HBSA I...	20200501-00001	08/27/2020	09/10/2020	Canceled	
✖	⊙ Reservation 107035- HBSA I...	20200501-00002	08/27/2020	09/03/2020	Canceled	
✖	⊙ Reservation 107080- UHSPE ...	20200519-00001	08/25/2020	08/25/2020	Canceled	
✖	⊙ test2	20200806-00004	08/20/2020	09/18/2020	Canceled	
✖	⊙ test	20200806-00003	08/13/2020	08/13/2020	Scheduled	
✖	⊙ test3	20200806-00005	08/06/2020	08/06/2020	Scheduled	

To cancel the whole event, click the white pen and pad, then click *Cancel*:

test3 (Reservation Number: 20200806-00005)

Event Information

Reservation #: 20200806-00005

\* Event Name: test3 \* Event Type: Class Review Sessio

Description: Event Status: Scheduled by 107586

\* Contact: Brown, Ashley Create

Customer: University of Houston Create

Notify:  Est. Attend:  Schedule

Private: Pending

Featured: Cancel

Meetings Additional Contacts Attachments Reminders Attendees Notes Calendar Description History

+ Add Meeting Edit Selected Assign Rooms Assign Resources Drop Selected Delete Selected

<input type="checkbox"/>	Name	Status	Start Date	Start Time	End Time	End Date	Room
<input type="checkbox"/>	test3	Scheduled by 1075862	08/06/2020	05:30 PM	05:30 PM	08/06/2020	Agnes Arnold Hall 5
<input type="checkbox"/>	- Test- 3-3:30 (3 instances)			03:00 PM	03:30 PM		
<input type="checkbox"/>	... test3		08/26/2020	03:00 PM	03:30 PM	08/26/2020	Architecture Bldg 3
<input type="checkbox"/>	... test3		08/27/2020	03:00 PM	03:30 PM	08/27/2020	Architecture Bldg 1
<input type="checkbox"/>	... test3		08/28/2020	03:00 PM	03:30 PM	08/28/2020	Architecture Bldg 3
<input type="checkbox"/>	+ Test 11-1 (3 instances)			11:00 AM	12:00 PM		

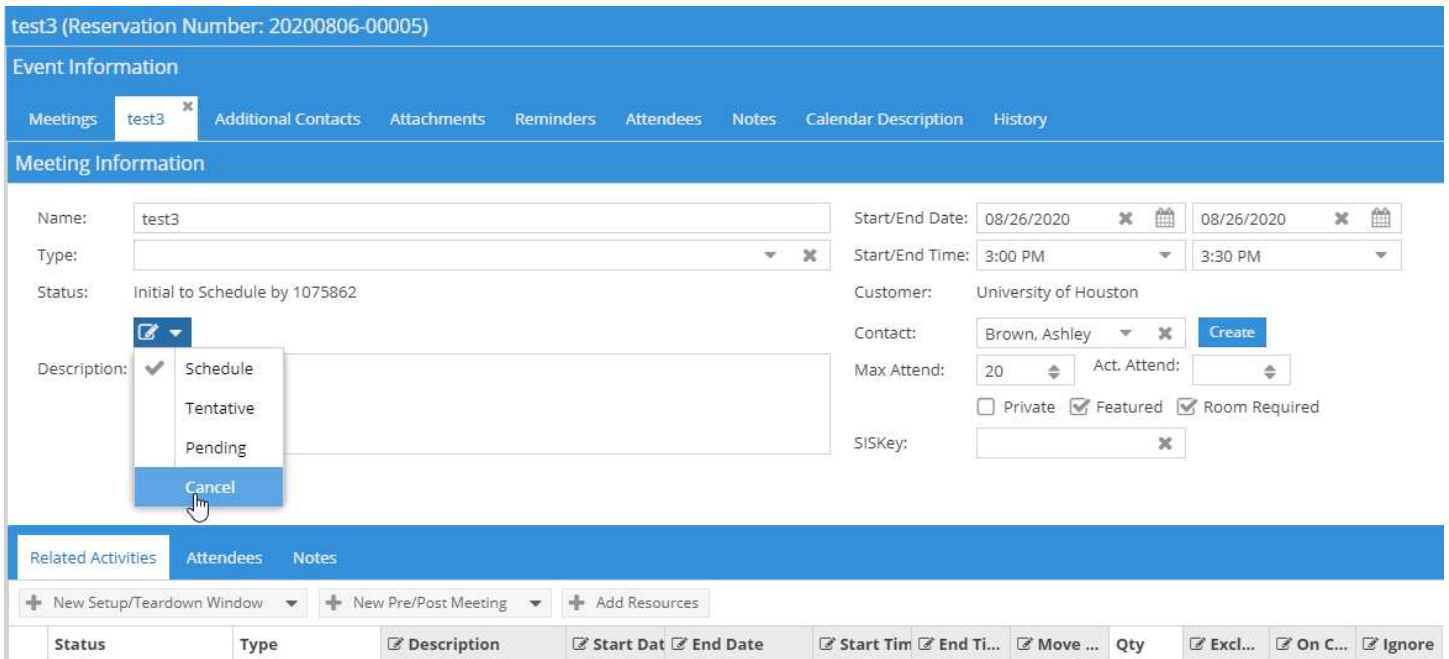
To cancel individual meetings, click the title of the meeting you would like to cancel:

Meetings Additional Contacts Attachments Reminders Attendees Notes Calendar Description H

+ Add Meeting Edit Selected Assign Rooms Assign Resources Drop Selected Delete Selecte

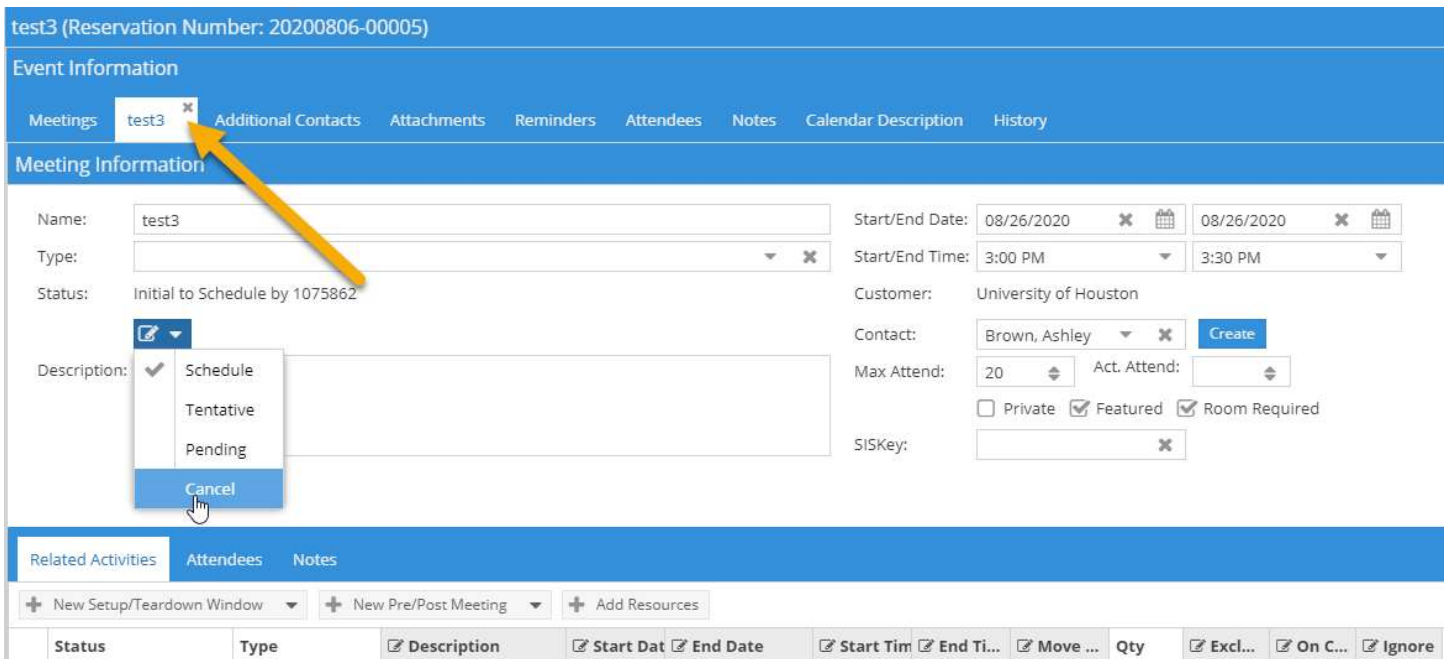
<input type="checkbox"/>	Name	Status	Start Date	Start Time
<input type="checkbox"/>	test3	Scheduled by 1075862	08/06/2020	05:30 PM
<input type="checkbox"/>	- Test- 3-3:30 (3 instances)			03:00 PM
<input type="checkbox"/>	... test3		08/26/2020	03:00 PM
<input type="checkbox"/>	... test3		08/27/2020	03:00 PM
<input type="checkbox"/>	... test3		08/28/2020	03:00 PM
<input type="checkbox"/>	+ Test 11-1 (3 instances)			11:00 AM

Once the individual meeting information comes up, you can click the white pen and pad and click *Cancel*.



The screenshot shows a web interface for editing a meeting. At the top, it says "test3 (Reservation Number: 20200806-00005)". Below that is a blue header "Event Information" with tabs for "Meetings", "Additional Contacts", "Attachments", "Reminders", "Attendees", "Notes", "Calendar Description", and "History". The "Meetings" tab is active, showing "test3" with a close button. Below this is another blue header "Meeting Information". The form contains several fields: "Name" (test3), "Type" (dropdown), "Status" (Initial to Schedule by 1075862), "Start/End Date" (08/26/2020), "Start/End Time" (3:00 PM to 3:30 PM), "Customer" (University of Houston), "Contact" (Brown, Ashley), "Max Attend" (20), "Act. Attend" (dropdown), "Private" (checkbox), "Featured" (checkbox), "Room Required" (checkbox), and "SISKey" (dropdown). A dropdown menu for "Description" is open, showing options: "Schedule" (checked), "Tentative", "Pending", and "Cancel" (highlighted with a mouse cursor). Below the form are tabs for "Related Activities", "Attendees", and "Notes". At the bottom, there are buttons for "+ New Setup/Tear-down Window", "+ New Pre/Post Meeting", and "+ Add Resources", followed by a table with columns: Status, Type, Description, Start Date, End Date, Start Time, End Time, Move, Qty, Excl., On C..., and Ignore.

Once you're done making your edits, you can *Save and close*, or click the 'X' next to the meeting title to get back to the event screen.



This screenshot is identical to the one above, but with a yellow arrow pointing to the "X" icon next to the "test3" tab in the "Meetings" section. The "Description" dropdown menu is still open, and the "Cancel" option is highlighted.

\*Make sure you save your changes by *Save and Close* or *Save*.