Canceling an Event Request

1. After logging into 25Live, a "Your Events" box will appear in the middle of the screen.

A https://25live.collegenet.com/wvu/#home_my25live[0]	V	C • Yahoo:	오☆ 🖨 🖡 🌲 🚍
₩ West VirginiaUniverŝity.	Welcome, Demo Us	ser ▪ Preferences ▪ Sign Out ▪ Today is V	Ved Dec 10 2014 🛛 🕢 Help
Mome Zevent Wizard Events Cocations	izations		
Welcome to WVU's scheduling environment.			Dashboard Calendar
P Quick Search 🕜 😑	G Find Available Locations	Customize Dashboard	🕜 Help
Search Events Go	I know WHEN my event should take place – help me find a location!	Recently Viewed	
	I know WHERE my event should take place help me choose a time!	(none)	
Search Locations Go		Starred Locations	0 =
P Your Starred Event Searches	Create an Event	You do not have any Starred Locations! Throughout this site you can mark any Locat \overleftrightarrow icon.	ion as "Starred" by clicking its
You do not have any Starred Location Searches	Your Events No Events in which you are the Scheduler Sevents in which you are the Requestor		
25/Jwy V24.0 62	Your Event Dratts Your Event Dratts) Product Feedback	

- 2. Click either "Events in which you are the Requestor" or "Events in which you are the Scheduler" (only click this if you have room scheduling responsibilities).
 - 3. Click the desired Event Name.

								Dates:	Current and Futu	re Dates Cho	ose Visible Colum	ns 🔽 🕜 R	efresh 🕜	
			Name 🔻	Title	Reference	Organizations	Туре	Categories	Your Role	Start Date	Start Time	Creation Date	State	Locations
	3	Σ_{2}^{1}	Do not process - Test		2014-AAJZNM	FACILITIES PLANNING AND SCHEDULING	Study Session	Academic Related	Requestor	Nov 23 2014	6:00PM	Nov 14 2014	Tentative	
	2	公	FPS Conference	Facilities Planning and Scheduling Conference	2014-AAKAVV	FACILITIES PLANNING AND SCHEDULING	Conference		Requestor	Dec 17 2014	2:00PM	Dec 10 2014	Confirmed	ESB-E 207
ŀ	-	-	FPS Conference	Facilities Planning and Scheduling Conference	2014-AAKAWI	FACILITIES PLANNING AND SCHEDULING	Conference		Requestor	Jan 16 2015	2:00PM	Dec 10 2014	Tentative	

4. Under the Details tab, click "Event State" located on the right.

A https://25live.collegenet						▶ ☆ 自	♣ ☆ :		
🞸 West Virginia U	Jniversity.		Welcome, De	mo User • Preferences •	Sign Out ■ Too	lay is Wed Dec 10 2014	🕜 Help		
Home Event W	Fizard Events Image: Content of the second	ions							
FPS Co	onference		De	etails Calendar	Audit Trail				
	Event Details		Edit this	Event Event State: Tenta	ntive 💙 🤤 More	Actions • 🕜 Refree	h 🕜 🔀		
Event Name:	FPS Conference		The following location of	references were registered fo	Pere 277926				
Event Title:	Facilities Planning and Scheduling Conference	The following including protection set _377650.							
Event Type:	Conference		U ES	B-E 211 Remove preien	ences				
Reference:	2014-AAKAWI		F	vent Occurrences					
Alien UID:		Start Date	Start Time	End Date	End Time	Accionmente	H		
State:	Tentative	Start Date	Start fille	Eliu Date	End Time	Assignments			
Organization:	S FACILITIES PLANNING AND SCHEDULING	Fri Jan 16 2015	2:00pm	Fri Jan 16 2015	3:00pm	Ψ	±		
Cabinet:	2015 SPECIAL EVENTS								
Scheduler:	🔒 25LiveViewer Seat								
Requestor:	诸 Demo User								
Head Count:	10 expected								
Event Custom Attributes	2								
Contact Email Address:	Meredith.Morris@mail.wvu.edu								
Contact Name:	Meredith Morris								
Contact Phone Number:	3042932857								
Creation Date:	Wed Dec 10 2014								

 Switch Event State to cancel and you will receive a warning – This change will release any location and/or resource assignments or requests. Please click "ok" if you want to move forward with canceling the event.

rence			Dal		
ent Det	Warning: Saving an event in the Cancelle that has been cancelled. Do you still want to change the event stat	d state releases any location and resource assignme te?	nts. Only users with the require	d security permissions may ed	it an event fore Act
S Conferer					6.
cilities Planı				ОК	Cancel
onference					
)14-AAKAWI			Ev	ent Occurrences	
		Start Date	Start Time	End Date	End Time

6. Your event is now canceled and updated in 25Live.

₩estVirginiaU	Iniversity,			Welcome, Demo	User • Preferences •	Sign Out • Toda	ay is Wed Dec 10 2014	🕜 Help
Home Sevent W	/izard Events Uccations	ations						
Search For Events Pr	e-Defined Event Searches FPS Conference							
FPS Co	onference			Deta	ils Calendar	Audit Trail		
				Z Edit this Event	Event State: CANCELL	ED 🔹 🏟 More /	Actions • 🕜 Refres	h 🕜 🔀
	Event Details			Eve	nt Preferences			
Event Name:	FPS Conference		т	he following location prefe	rences were registered for I	Rsrv_377836:		
Event Title:	Facilities Planning and Scheduling Conference			🔰 ESB-I	E 211 Remove preferen	ices		
Event Type:	Conference							
Reference:	2014-AAKAWI			Eve	nt Occurrences			
Alien UID:			Start Date	Start Time	End Date	End Time	Assignments	± =
State:	CANCELLED	(Eri Jon 16 2015	2:00pm	Ed Jap 16 2015	3:00pm	- M	E
Organization:	S FACILITIES PLANNING AND SCHEDULING		111501110 2013	2.00pm	111501110 2015	5.00pm	Ψ	
Cabinet:	2015 SPECIAL EVENTS							
Scheduler:	25LiveViewer Seat							
Requestor:	움 Demo User							
Head Count:	10 expected							
Event Custom Attributes	:							
Contact Email Address:	Meredith.Morris@mail.wvu.edu							
Contact Name:	Meredith Morris							
Contact Phone Number:	3042932857							
Creation Date:	Wed Dec 10 2014							