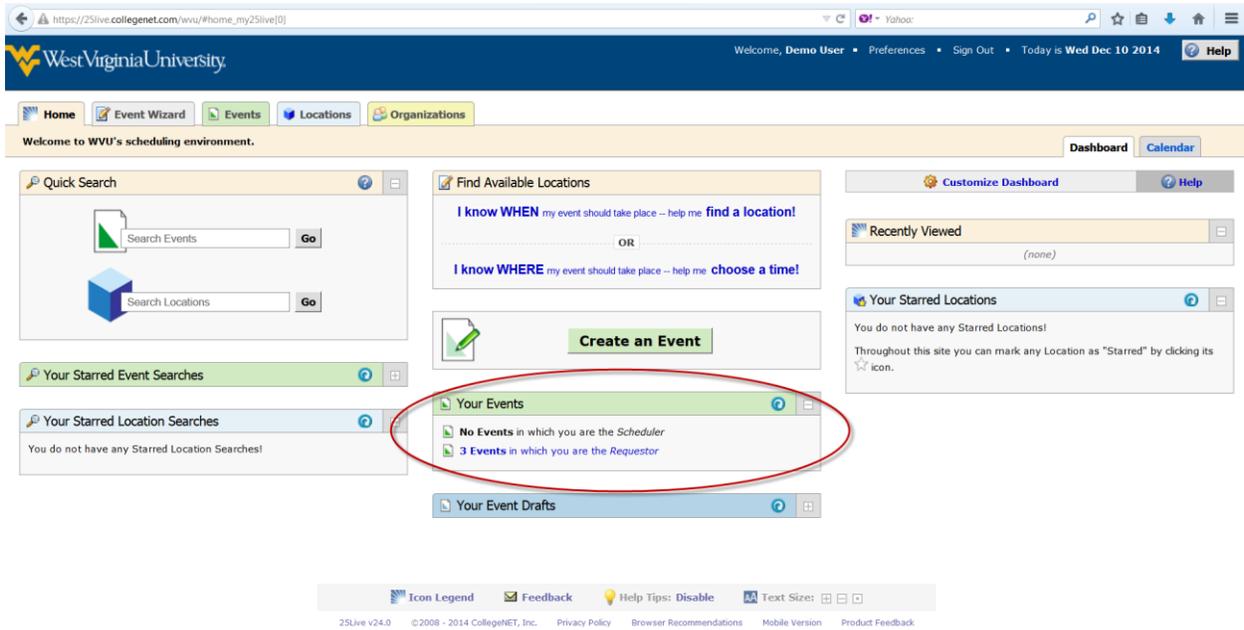


Canceling an Event Request

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



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 Future Dates												Choose Visible Columns	Refresh
Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Start Time	Creation Date	State	Locations		
Do not process - Test		2014-AAJZNM	FACILITIES PLANNING AND SCHEDULING	Study Session	Academic Related	Requestor	Nov 23 2014	6:00PM	Nov 14 2014	Tentative			
FPS Conference	Facilities Planning and Scheduling Conference	2014-AAKAVV	FACILITIES PLANNING AND SCHEDULING	Conference		Requestor	Dec 17 2014	2:00PM	Dec 10 2014	Confirmed	ESD-E 207		
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.

The screenshot shows the 'FPS Conference' details page. The 'Event State' is currently set to 'Tentative', which is circled in red. The page includes sections for Event Details, Event Preferences, and Event Occurrences.

Event Details:

- Event Name: FPS Conference
- Event Title: Facilities Planning and Scheduling Conference
- Event Type: Conference
- Reference: 2014-AAKAWI
- Alien UID:
- State: Tentative
- Organization: FACILITIES PLANNING AND SCHEDULING
- Cabinet: 2015 SPECIAL EVENTS
- Scheduler: 25LiveViewer Seat
- Requestor: 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

Event Occurrences Table:

Start Date	Start Time	End Date	End Time	Assignments
Fri Jan 16 2015	2:00pm	Fri Jan 16 2015	3:00pm	

- 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.

The dialog box contains the following text:

Warning: Saving an event in the Cancelled state releases any location and resource assignments. Only users with the required security permissions may edit an event that has been cancelled.

Do you still want to change the event state?

Buttons: OK, Cancel

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

FPS Conference

Details | Calendar | Audit Trail

Edit this Event | Event State: **CANCELLED** | More Actions... | Refresh

Event Details

Event Name: FPS Conference
Event Title: Facilities Planning and Scheduling Conference
Event Type: Conference
Reference: 2014-AAKAWI
Alien UID:
State: **CANCELLED**
Organization: FACILITIES PLANNING AND SCHEDULING
Cabinet: 2015 SPECIAL EVENTS
Scheduler: 25LiveViewer Seat
Requestor: 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

Event Preferences

The following location preferences were registered for **Rsrv_377836**:

ESB-E 211 [Remove preferences](#)

Event Occurrences

Start Date	Start Time	End Date	End Time	Assignments
Fri-Jan-16-2015	2:00pm	Fri-Jan-16-2015	3:00pm	

