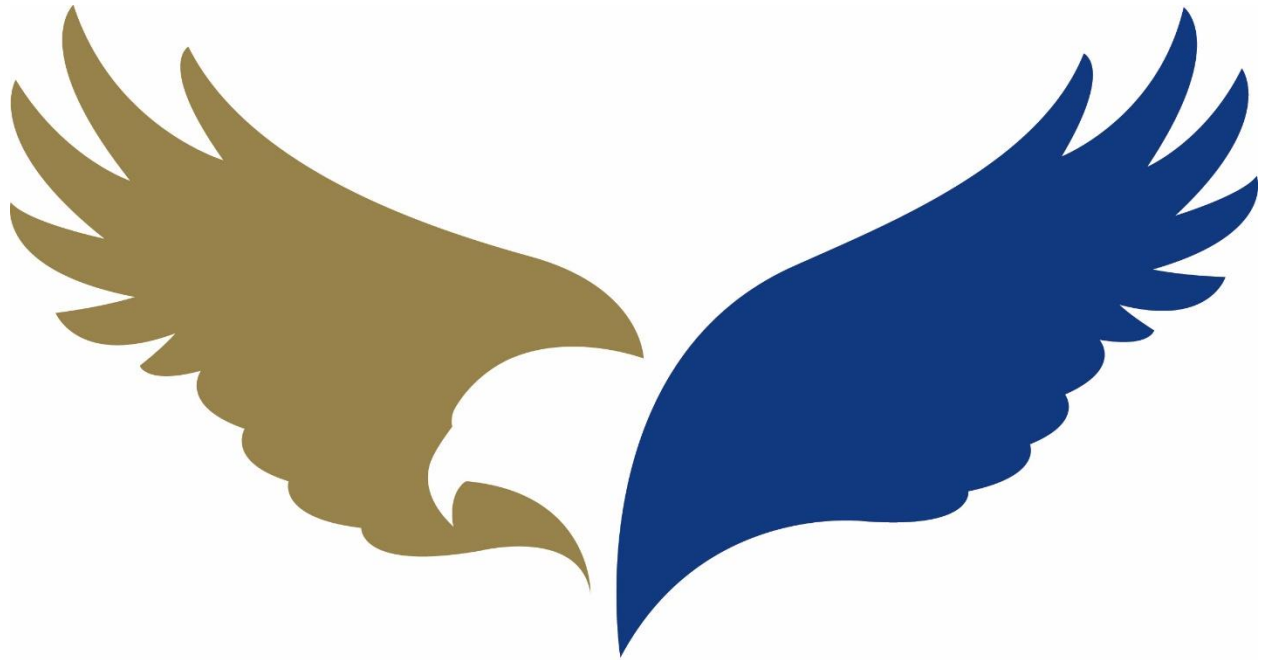


# **25Live Pro Event Scheduling**



**CLARION  
UNIVERSITY**

**Canceling an Event Guide**

## 25Live Pro Canceling an Event

### Finding the Event to Cancel

First you will need to find the event that you are looking to cancel.

You can find the event by searching for it by the event name or reference number. You can also find the event if you were the scheduler or requestor.

The screenshot shows the 25Live Pro dashboard. At the top, there is a navigation bar with the Clarion University logo, '25Live Pro', 'Event Form', 'Tasks 7', 'Sara Smerkar', and 'More'. Below the navigation bar, there is a search bar with a 'Go to Search' button highlighted by a red box. To the left of the search bar, there is a 'Quick Search' section with four search options: 'Search Events', 'Search Locations', 'Search Resources', and 'Search Organizations'. Below this is a 'Find Available Locations' section with two options: 'I know WHEN my event should take place -- help me find a location!' and 'I know WHERE my event should take place -- help me choose a time!'. To the right of the search bar, there are three sections: 'Your Starred Event Searches' with three items, 'Your Starred Locations' with a message that no starred locations are present, and 'Your Starred Location Searches' with one item. Below these sections is an 'Express Scheduling' section with a 'Date / Time' field set to 'Mon APR 27 2020' and a time field set to '12:00 pm'. A 'Customize Dashboard' button is located at the bottom right of the dashboard.

If you want to find it by using the *event name or reference number*, you will need to go to the *searches* page by “clicking *Go to Search*”.

The screenshot shows the search interface in 25Live Pro. At the top, there is a navigation bar with the Clarion University logo, '25Live Pro', 'Event Form', 'Tasks 7', 'Sara Smerkar', and 'More'. Below the navigation bar, there is a search bar with a 'Go to Search' button highlighted by a red box. To the left of the search bar, there is a 'Quick Search' section with two options: 'Quick Search' (selected) and 'Advanced'. Below this is a search bar with the text 'Search Events' and a red box around it. To the right of the search bar, there is a 'More Options' dropdown menu. Below the search bar, there are three buttons: 'Reset', 'Save As', and 'Search'.

Once you “click” the *Go to Search* button, you will be able to enter the event name or reference number in the search.

If you are wanting to find the event that you *scheduled or were the requester* for, you can do that by using an element on your dashboard.

The screenshot shows the Clarion University dashboard with the following sections:

- Quick Search:** Search Events, Search Locations, Search Resources, Search Organizations.
- Your Starred Event Searches:** Daily Operations Test (1), Linens & Work Orders, Tentative Future Events no Space, Test Search.
- Your Starred Resource Searches:** zoom.
- Your Upcoming Events:** 8 Events in which you are the Scheduler (highlighted with a red box).
- Your Starred Locations:** You do not have any Starred Locations!
- Your Starred Location Searches:** Daily Operations for Report.
- Your Starred Resources:** You do not have any Starred Resources!
- Your Starred Events:** You do not have any Starred Events!
- Tasks:** You have No Tasks on Today's Agenda, 7 Outstanding Tasks, 16 Flagged Tasks, 0 Tasks Assigned By You.
- Express Scheduling:** Date / Time (Mon APR 27 2020), Express Locations (Search spaces), Event Name.

To find the events that you scheduled or requested, you will simply look under the Your Upcoming Events element on your dashboard.

You can click that option and the events that you scheduled or requested will appear.

## Canceling the Event

You will need to go to the event details of the specific event that you are wanting to cancel.

The screenshot shows the event details page for 'Test 1' with the following information:

- Event Name:** Test 1
- Event Title:** (empty)
- Event Type:** Meeting
- Organization:** Conference & Event Services
- Scheduler:** Smerkar, Sara
- Requestor:** Smerkar, Sara
- Event Categories:** (empty)
- Custom Attributes:** Add a Custom Attribute
- Event Info:** Requirements: G. \* I acknowledge

Once you are there, you will need to do **THREE** steps to officially cancel the event.

The screenshot shows the 25Live Pro interface for an event named "Test 1". The event is currently in a "Tentative" state. The interface includes a header with the Clarion University logo, navigation tabs (Details, Occurrences, Calendar, Schedule, Task List, Audit Trail), and a right-hand sidebar with sections for General, Event Categories, Custom Attributes, and Event Info. The "General" section contains fields for Event Name, Event Title, Event Type (Meeting), Organization (Conference & Event Services), Scheduler (Smerkar, Sara), and Requestor (Smerkar, Sara). The "Event Info" section shows requirements, including "G. \* I acknowledge". A dropdown menu for the event state is highlighted with a red box, showing "Tentative".

The **first step** is to change the state of the event from *tentative/confirmed* to *cancelled*.

This screenshot shows the same event details page as above, but with a confirmation dialog box overlaid. The dialog box, titled "25live.collegenet.com says", contains the following text: "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." There are "OK" and "Cancel" buttons at the bottom of the dialog. The "Tentative" dropdown menu in the sidebar is still highlighted with a red box.

A message will pop up stating that any locations or resources that were attached to this event will become open again for others to reserve during this specific time and date.

Cancelled - Test 1    Cancelled    2020-AAPTFT    Tue APR 28 2020 12:00 pm - 1:00 pm    GEMML 248

Details   Occurrences   Calendar   Schedule   Task List   Audit Trail

Edit Event   Cancelled   More Actions   Refresh   Help

**General**

Event Name: Cancelled - Test 1

Event Title:

Event Type: Meeting

Organization: Conference & Event Services

Scheduler: Smerkar, Sara

Requestor: Smerkar, Sara

Head Count: expected 25   
 registered 0

https://25live.collegenet.com/prof/clarion#/home/event/118288/tasks

**Event Categories** Add

**Custom Attributes** Add a Custom Attribute

**Event Info**

Requirements: G. \* I acknowledge that I do not need any of the above requirements.:

Event Owner: Smerkar, Sara

The **second step** is to change the event name. You will need to add *CANCELLED* in front of the event name.

You can change the event name by simply “clicking” the edit button.

Cancelled - Test 1    Cancelled    2020-AAPTFT    Tue APR 28 2020 12:00 pm - 1:00 pm    GEMML 248

Details   Occurrences   Calendar   Schedule   Task List   Audit Trail

Edit Event   Cancelled   More Actions   Refresh   Help

**General**

Event Name: Cancelled - Test 1

Event Title:

Event Type: Meeting

Organization: CANCELLED

Scheduler: Smerkar, Sara

Requestor: Smerkar, Sara

Head Count: expected 25   
 registered 0

**Event Categories** Add

**Custom Attributes** Add a Custom Attribute

**Event Info**

Requirements: G. \* I acknowledge that I do not need any of the above requirements.:

Event Owner: Smerkar, Sara

The **third step** is changing the *organization type* to cancelled. You can do that by “clicking” the drop down arrow and typing cancelled into the organization field.

Cancelled - Test 1    Cancelled    2020-AAPTFT    Tue APR 28 2020 12:00 pm - 1:00 pm    GEMML 248

Details    Occurrences    Calendar    Schedule    Task List    Audit Trail

Edit Event    **Cancelled**    More Actions

**General**

**Event Name:** Cancelled - Test 1

**Event Title:**

**Event Type:** Meeting

**Organization:** CANCELLED

**Scheduler:** Smerkar, Sara

**Requestor:** Smerkar, Sara

**Head Count:**

expected	25
registered	0

**Event Categories**

**Custom Attributes**

Add a Custom Attribute

**Event Info**

**Requirements:** G. \* I acknowledge that I do not need any of the above requirements.:

**Event Owner:** Smerkar, Sara

You must do these **THREE** steps to officially cancel an event.