Cancel an Event
CANCEL AN EVENT

25Live Website: https://25live.collegenet.com/coastal/

NOTE: You can request a cancellation of your events at any time. This means that the event is still going to be visible but will have a cancelled status. This will cancel the location and resources. You CANNOT delete an event.

1. Click on Sign In in the upper right hand corner of 25Live and login with your coastal.edu username and password. Once logged in, you will either see the Dashboard view, Calendar view or Availability view. Choose the Dashboard view.

2. Find the event you wish to cancel in your Starred Events (A) or via Event Search (B).

NOTE: Your dashboard is customizable so these will be located where you have placed them.
3. After locating your event details, click on **More Actions** at the upper right of the screen.

4. From the drop down menu, click **Email Event Details**.
5. A communication window will pop up. Ensure that the Scheduler ‘To box’ (A) is checked and the ‘Include event details in body of message box’ (B) is checked.

6. In the body of the message, state that you need to cancel this event.

7. Press the send button, this will send your request to Scheduling and Space Management. After the changes are reviewed and applied, a follow-up email confirmation will be sent. Changes will not be applied until a confirmation email is received.

**NOTE:** Always read all confirmation emails and confirmation attachments to ensure your event information is correct. If you have a SchoolDude request, please email Wendy Singleton at wsinglet@coastal.edu with your Work Order number(s) to cancel those requests.