

25Live Pro Event Management



Cancel an Event

CANCEL AN EVENT


25Live Pro Website: <https://25live.collegenet.com/pro/coastal>

NOTE: You can request a cancellation of your event at any time. This request will cancel the location and any assigned resources for the event. The event will still be visible in 25Live Pro but will have a 'cancelled' status. You CANNOT delete an event. Please cancel your event as soon as the decision has been made in order to release any resources that have been requested. Cancellation requests will only be accepted through the below options.

Option 1:

1. Forward your confirmation email to scheduling@coastal.edu and state that you need to cancel the event or cancel certain dates.

Pop Out ✕ Discard

To...	<input type="text" value="scheduling@coastal.edu"/>
Cc...	<input type="text"/>
Subject	FW: Scheduling and Event Services Meeting (2022-ACNLGV)
Attached	 ConfirmDetailPerEvent_CCU.pdf 3 KB

Lauren Koonce
Associate Director
Scheduling and Space Management
Coastal Carolina University
843.234.3432
lkoonce@coastal.edu

From: Lauren Koonce <lkoonce@25live.coastal.edu>
Sent: Monday, November 21, 2022 10:05 AM
To: Lauren Koonce <lkoonce@coastal.edu>
Subject: Scheduling and Event Services Meeting (2022-ACNLGV)

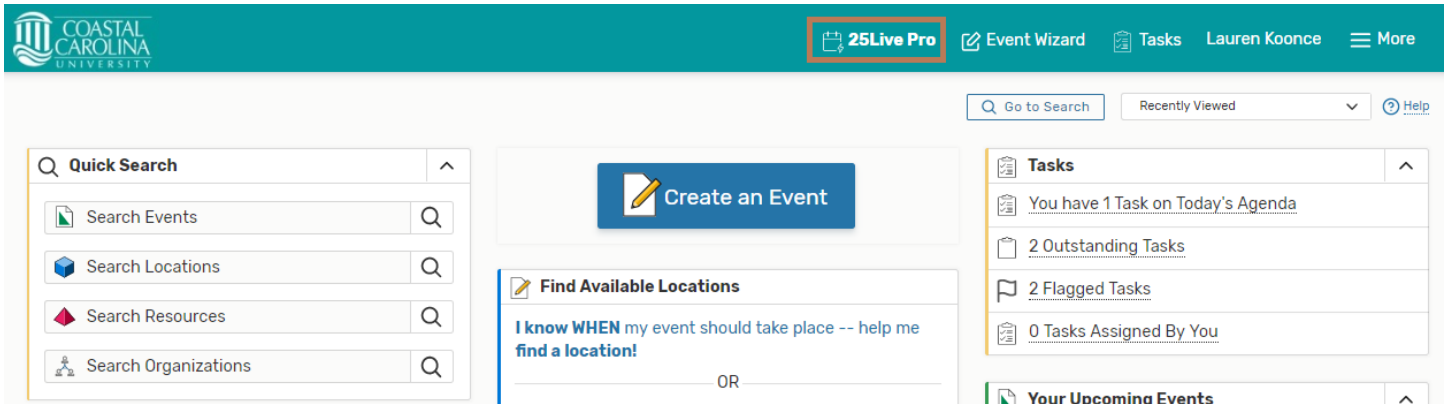
CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Scheduling and Event Services Meeting ([View in 25Live](#))

Event Details

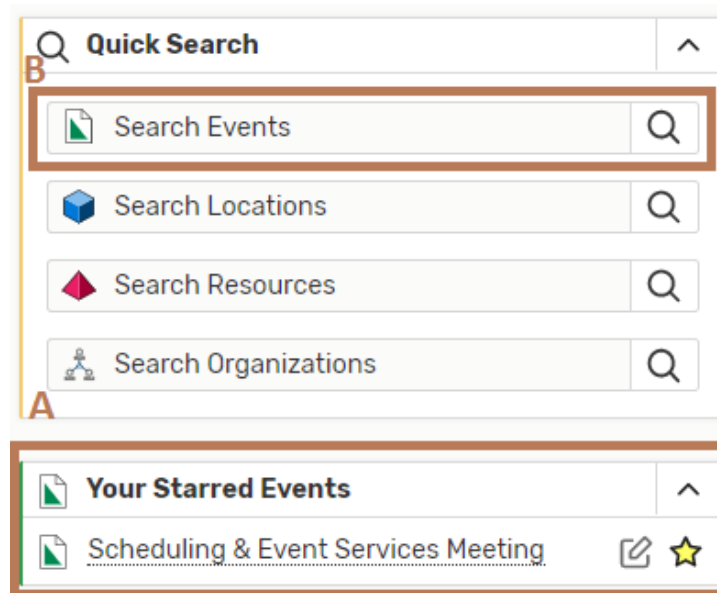
Option 2:

1. Click on **Sign In** in the upper right-hand corner of 25Live Pro and login with your coastal.edu username and password. Once logged in, you will see the last page you were on in the system. Choose **25Live Pro** at the top of the page.



The screenshot shows the 25Live Pro dashboard. At the top, there is a teal header with the Coastal Carolina University logo on the left, the '25Live Pro' logo in the center, and navigation links for 'Event Wizard', 'Tasks', 'Lauren Koonce', and 'More' on the right. Below the header, there is a search bar with 'Go to Search' and 'Recently Viewed' dropdowns. On the left, a 'Quick Search' panel contains four search options: 'Search Events', 'Search Locations', 'Search Resources', and 'Search Organizations'. In the center, there is a 'Create an Event' button and a 'Find Available Locations' section with a prompt: 'I know WHEN my event should take place -- help me find a location!'. On the right, there is a 'Tasks' panel showing 'You have 1 Task on Today's Agenda', '2 Outstanding Tasks', '2 Flagged Tasks', and '0 Tasks Assigned By You'. Below that is a 'Your Upcoming Events' panel.

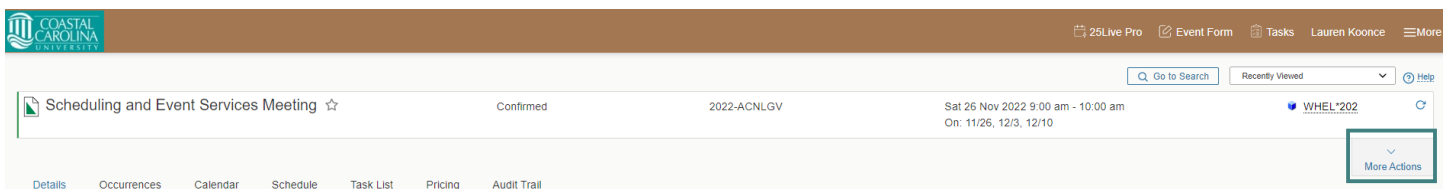
2. Find the event you wish to cancel in your **Starred Events** (A) or via **Event Search** (B).



This block contains two close-up screenshots. The top one, labeled 'B', shows the 'Quick Search' panel with a red box highlighting the 'Search Events' option. The bottom one, labeled 'A', shows the 'Your Starred Events' panel with a red box highlighting the 'Scheduling & Event Services Meeting' event, which has a star icon next to it.

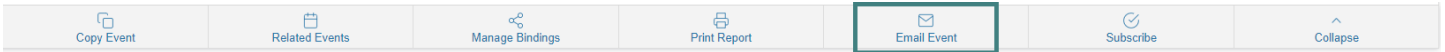
NOTE: Your dashboard is customizable so these selections will be located where you have placed them.

3. After locating your event details, click on **More Actions** in the upper right section of the screen.



The screenshot shows the event details page for 'Scheduling and Event Services Meeting'. The header includes the Coastal Carolina University logo, '25Live Pro', 'Event Form', 'Tasks', 'Lauren Koonce', and 'More'. Below the header, there is a search bar and a 'Recently Viewed' dropdown. The main content area shows the event title 'Scheduling and Event Services Meeting' with a star icon, followed by 'Confirmed', '2022-ACNLGV', and 'Sat 26 Nov 2022 9:00 am - 10:00 am'. There is also a 'WHEL'202' tag. At the bottom, there is a navigation bar with links for 'Details', 'Occurrences', 'Calendar', 'Schedule', 'Task List', 'Pricing', and 'Audit Trail'. A 'More Actions' button is located in the bottom right corner.

4. From the menu, click **Email Event**.



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) are checked. **Event Confirmation (CCU)** box (C) may also be checked.

Email Event

Email Template

Related Recipients:

	TO	CC	BCC
Self (Test, Test)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requestor (Koonce, Lauren)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A Scheduler (Scheduling, Default Scheduler)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anyone with Assignment Tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anyone with Notification Tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Recipients:

TO

CC

BCC

Separate multiple email addresses with commas. To choose from a list, click To, CC or BCC.

Attach:

- Default Invoice: Event Invoice
- Default Confirmation: Draft Request Detailed
- Event Confirmation (CCU)** **C**
- Official Visitor
- iCal File

Subject

Scheduling and Event Services Meeting (2022-ACNLGV)

Include link to 25Live Pro

Message Body Check the checkbox to include Event Details. Add a custom message if desired.

File Insert Table View Format Tools

← → **B** *I* U **A** System Font 12pt

Include event details in body of message **B**

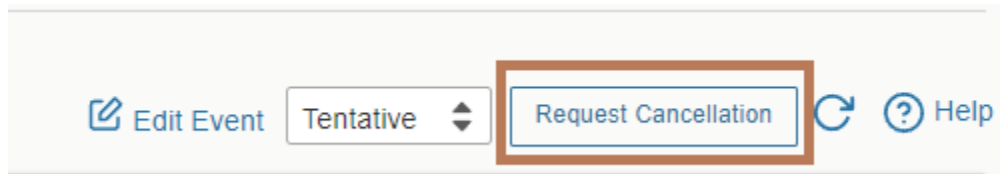
6. In the body of the message, state that you need to cancel the event.

7. Press the Send button. This will send your request to the Scheduling and Space Management office. After the changes have been reviewed and applied, a follow-up email confirmation will be sent. Changes will not be applied until a confirmation email has been received.

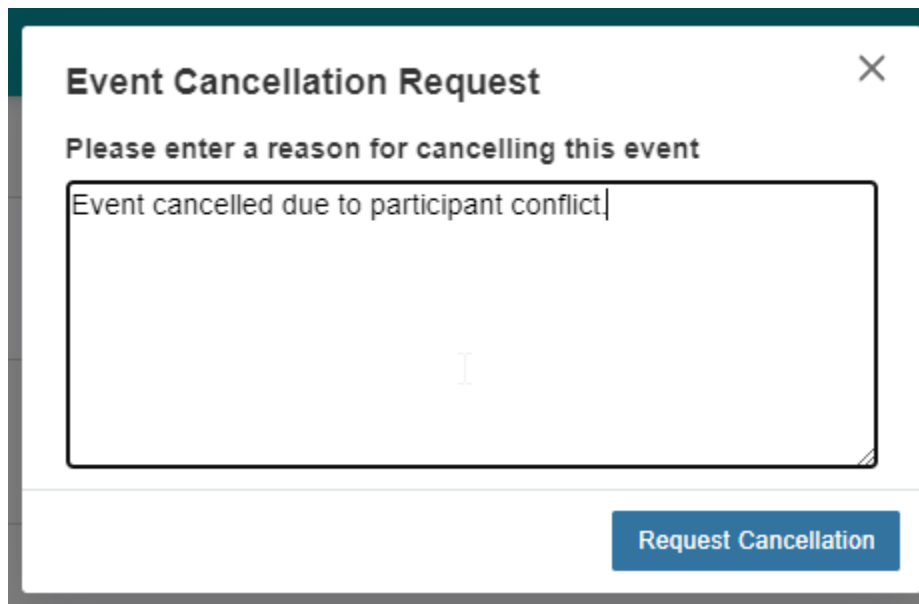
Option 3:

NOTE: This option can only be used if the entire event is being cancelled. If this is a reoccurring event where dates have already happened or if only certain dates are being cancelled, **do not** use this option. This option will cancel the entire event and cannot be undone.

1. Press Request Cancellation.



2. Put in reason for cancellation and press request cancellation.

A screenshot of a dialog box titled 'Event Cancellation Request' with a close button (X) in the top right corner. Below the title is the instruction 'Please enter a reason for cancelling this event'. There is a large text input field containing the text 'Event cancelled due to participant conflict'. At the bottom right of the dialog box is a blue button with the text 'Request Cancellation'.

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