CANCEL AN EVENT

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. You CAN NOT delete an events.

1. Sign into 25Live. You will be either on the Dashboard or the Calendar view. Choose the Dashboard (A) view.

2. Find the event you wish to cancel under Your Starred Events (B).
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’ 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 Conference Services. After the changes are reviewed and applied, a follow-up email confirmation with requested updates will be sent. Changes will not applied until a confirmation email is received.

**Always read all confirmation emails to ensure your event information is correct.**