Cancelling One date from Events In 25LIVE – Gatekeeper

Open event by searching by reference number or from favorites

Select Edit this Event

Select Date / Time from the navigation pane to jump to action card:

**EVENT STATUS**

- Event Reference: 2014-AAUHDM
- Last Saved: Mon Apr 28 2014 1:08pm
- All Required Fields Complete

**EDIT EVENT DETAILS...**

- **Name:** Training Event for Web Resource Document
- **Type:** Meeting
- **Primary Organization:** Campus Scheduling Services
- **Additional Organization(s):**

- **Head Counts:**
- **Description:** Meeting

- **Date and Time:** Fri Apr 25 2014 4:00pm - 5:00pm repeating ad hoc on Sat May 10 2014 and Sat May 17 2014
- **Locations:** ASC 202 - LG Mtg Room

- **Resources**
- **Contact Roles:** Scheduler
- **Custom Attributes**
- **Categories**
- **Set-up Instructions**
- **Schedulers Audits**

- **State:** Tentative
Note date you cancelled in comment, use dropdown to select cancelled for the date(s) you wish to remove from the series of dates in request. (It is helpful to comment the action date on the comments here as well as Schedulers notes. You can omit this comment if you state date(s) you cancelled in the Schedulers Audit)

Select Schedulers notes from the navigation pane to open action card.

In the Event Categories box, check “Do not display on web”
In the Schedulers Audits box, Audit action: (date)(initials): (Action)

Sample: 4/28/14ket: cancelled event per call from client

Events that have IRT Resources or set ups listed on date(s) you are cancelling will require additional notices to IRT Event support or Physical Plant Staff.

** If there are IRT resources (outside of public resources) you should send an email to IRT Event Support, letting them know that you have cancelled an event that had staff, resources or technology assigned to it from event:
If the event is under 4 business days, thus operational reports have ran and there is a set up listed, email PHP DL. (If you do not have the current DL please contact System Admin in Campus Scheduling Services)