Cancelling Events In 25LIVE – Gatekeeper

Open event by searching
- Your Starred Event Searches
- Quick Search
- Your Starred Events

Left click, right click on event and select “Edit Event.”

Select Schedulers Audit from the navigation pane to jump to action card:

In the Schedulers Audits box, Audit action: (date)(initials): (Action)

Sample: 4/28/14 ket: cancelled event per call from client
In the Event Categories box, check “Do not display on web”
Event State box, select Cancelled
IRT Resources

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:
Set-up Instructions

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)