

If an event has only one occurrence (as seen below), then click on the drop-down list in the Event State box and choose Cancelled.

The screenshot shows the 'testing an event' page. On the left is the 'Event Details' section, and on the right is the 'Event Occurrences' table. The table has one row with the following data:

Start Date	Start Time	End Date	End Time	Assignments
Wed Mar 02 2016	2:00pm	Wed Mar 02 2016	3:00pm	

A red circle highlights the entire row in the table, and the text 'One occurrence' is written below it.

This screenshot shows the same page as above, but with a dropdown menu open over the 'Event State' column of the 'Event Occurrences' table. The dropdown menu contains three options: 'Tentative', 'Cancelled', and 'Draft'. The 'Cancelled' option is highlighted with a red circle.

Click OK when you get this message.

The dialog box contains the following text:

25live.collegenet.com says:

Warning: Saving an event in the Cancelled state releases any location and resource assignments. Only users with the required security permissions may edit an event that has been cancelled.

Do you still want to change the event state?

At the bottom of the dialog are two buttons: 'OK' and 'Cancel'.

If an event has multiple occurrences (as seen below), then click on “Edit this Event”.

Event Details

Event Name: Testing An Event
 Event Title: testing an event
 Event Type: Meeting
 Reference: 2016-AATGWH
 Alien UID:
 State: Confirmed
 Organization: BIOLOGY DEPT
 Cabinet: All Special Events 2015
 Scheduler: Lee, Bernadette
 Requestor: Lee, Bernadette
 Head Count: 10 expected

Event Occurrences

Start Date	Start Time	End Date	End Time	Assignments
Wed Mar 02 2016	2:00pm	Wed Mar 02 2016	3:00pm	
Thu Mar 03 2016	2:00pm	Thu Mar 03 2016	3:00pm	
Fri Mar 04 2016	2:00pm	Fri Mar 04 2016	3:00pm	
Tue Mar 08 2016	2:00pm	Tue Mar 08 2016	3:00pm	
Fri Mar 11 2016	2:00pm	Fri Mar 11 2016	3:00pm	
Mon Mar 14 2016	2:00pm	Mon Mar 14 2016	3:00pm	

Multiple occurrences

Once “in” the event, click on the dates to the left:

Testing An Event

Meeting
 BIOLOGY DEPT
 10 Attendees Expected

Event Description
 Wed Mar 02 2016 3:00pm -
 Wed Mar 02 2016 3:00pm
 Repeats on 3/3, 3/4, 3/8, 3/11, 3/14

Edit the basic event information.

Event Name: Testing An Event ✓
 Event Title: testing an event
 Event Time:

Add, remove or edit repeat occurrences.

Ad Hoc Repeats

Click on any date to add it to the Occurrence List.

Date	Comments	Status
Wed Mar 02 2016		Active
Thu Mar 03 2016		Active
Fri Mar 04 2016		Active
Tue Mar 08 2016		Active
Fri Mar 11 2016		Active
Mon Mar 14 2016		Active

At the list of occurrences, click on the drop-down list of the occurrences (s) that you want to cancel and choose “Cancelled”.

Affirm your changes (as usual).

If you go back “in” to the event, the “Cancelled” occurrence will appear with a strike-through indicating a cancelled occurrence.

Occurrence List

Date	Comments	Status
Wed Mar 02 2016		Active
Thu Mar 03 2016		Active
Fri Mar 04 2016		Active
Tue Mar 08 2016		Active
Fri Mar 11 2016		Active
Mon Mar 14 2016		Cancelled

Buttons: Back, Next, Cancel, Save

Event Preferences

The following location preferences were registered:
 SF-0523 Remove preferences

Event Occurrences

Start Date	Start Time	End Date	End Time	Assignments
Wed Mar 02 2016	2:00pm	Wed Mar 02 2016	3:00pm	
Thu Mar 03 2016	2:00pm	Thu Mar 03 2016	3:00pm	
Fri Mar 04 2016	2:00pm	Fri Mar 04 2016	3:00pm	
Tue Mar 08 2016	2:00pm	Tue Mar 08 2016	3:00pm	
Fri Mar 11 2016	2:00pm	Fri Mar 11 2016	3:00pm	
Mon Mar 14 2016	2:00pm	Mon Mar 14 2016	3:00pm	