

Requesting Cancellation of an Event

After a user creates an event in 25Live, sometimes things change. An event requester without permissions to change the [Event State](#) can ask for cancellation of the event.



Security Note

This functionality requires the user to be granted the following permission in [Series25 Group Administration](#): **Basic: 10.2 Create To Do's**.



Note:

The event requestor asking for cancellation cannot also be *both* the event scheduler and owner.

How to Request Cancellation

1. Go to the Event Details

Tapping or clicking the name of any event will bring you to its details view. You can [search for an event](#) or look for it as part of your [starred items](#) on your home dashboard.

2. Use the Request Cancellation Link

The screenshot shows the event details for "Fall New Student Orientation". At the top, it indicates the event is "Tentative" and scheduled for "TUE Aug-17" from "10:00 - 12:00". Below this, there are tabs for "Details", "Occurrences", "Calendar", "Task List", and "Audit Trail". In the top right corner, there is a "More Actions" button. In the center, there are buttons for "Edit Event", "Tentative" (with a dropdown arrow), "Request Cancellation" (highlighted with a red box), and "Help". The main content area is divided into sections: "General", "Event Categories", "Custom Attributes", and "Event Info". The "General" section lists: Event Name: Fall New Student Orientation; Event Type: Conference; Organization: Student Services; Scheduler: Student Center Manager; Requestor: Smith, Jane; Head Count: 0 expected, 0 registered. The "Event Info" section lists: Event Owner: Smith, Jane; Creation Date: TUE Jun-22; Reference: 2021-ADAACT; Cabinet: Events; Folder: Boulder Events. At the bottom of the screenshot, there is a caption: "Image: The Request Cancellation link will appear in the Event Details view with appropriate permissions and roles."

If displayed, use the **Request Cancellation** link, then enter a comment describing why you want to cancel the event.



Tip: If Cancelling Via the Event State Fails

Alternatively, if the Event State with the *Cancelled* option is available but fails to complete, you may want to use the **Request Cancellation** link.

3. Check the Tasks List

The screenshot shows the 'Task List' for the event 'Fall New Student Orientation'. The event is in a 'Tentative' state. The task list contains one task: 'Cancel Request', which is in 'In Progress' status. The task is assigned to the 'Student Center Manager' and has a comment: 'The students already think they know everything from the orientation.' There are buttons for 'Approve Checked' and 'Deny Checked' above the task list.

<input type="checkbox"/>	Task Item	Type	Status	Actions	Flagged	Respond By	First Date	Assigned To	Comments
<input type="checkbox"/>	Cancel Request	Public	In Progress	None	<input checked="" type="checkbox"/>	MON Aug-16	MON Aug-16	Student Center Manager	The students already think they know everything from the orientation.

Image: When a cancel request is in progress, a task will show in the event's Task List.

If your cancellation request is successful, a "Cancel Request" task for the pending request will be included in the event's Task List for the scheduler or event owner to complete. If your event has both a scheduler and an event owner, the scheduler will be prioritized to receive the task.

Note: Cancelling Releases Locations and Resources and Limits Editing

When the event scheduler or event owner cancels the event, all location and resources assignments will be released. After, only users with the required security permissions may edit an event that has been cancelled.

When the task is completed, notifications will be sent, depending on the workflow and [Event Save Email Scenarios](#) set up in your instance.

The screenshot shows search results for 'Fall New Student Orientation'. The event is listed with a state of 'Cancelled'. The search filters are set to 'Future Only' and 'All Dates'.

Name	Title	Type	Categories	State	Locations	Resources
Fall New Student Orientation		Conference	Revenue Producing	Cancelled		

Image: After cancellation, the event will show as cancelled in searches.

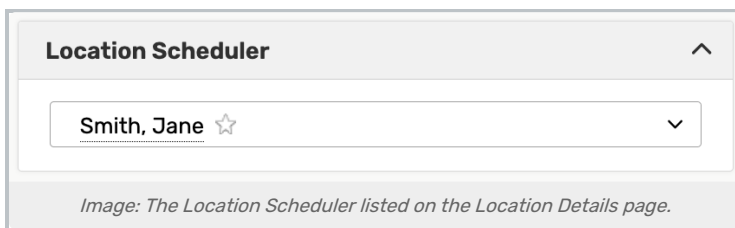
Troubleshooting

If You Don't See the Request Cancellation Link

- Check to see that the event isn't already cancelled
- Make sure there isn't a pending cancellation request on the event
- Ask an administrator to re-check your user's permissions in the [Series25 Group Administration](#) tool to ensure you at least have **Basic: 9.2 Create To Do's on an Event**
- Check your role in the event to be sure your user isn't listed as the scheduler or event owner (in which case, you may be able to cancel the event using the Event State)

The Task Didn't Appear For the Scheduler

- Look to see if the request cancellation link is visible in the Task List for the event
- Try to request cancellation again if the request wasn't sent successfully previously



If You Don't Receive a Notification

- Check the email address in your contact info in the [User Settings](#)
- Check the event's Task List to see if the cancellation request is still pending
- Ask an administrator to see if the workflow and event save emails in your 25Live instance are set up to notify you of the event cancellation