Master Calendar

How do I cancel an event?

The process for canceling an event is determine if an event is an on-campus or off-campus event.

On-Campus

- To cancel an event, choose **Reservations**, then **View My Requests**.
- From the list of all event requests you have made, choose the one you would like to cancel, and then click on the **Name** of the event (red link).
- You will be prompted to choose a cancel reason and enter any notes about the cancellation. Then click the **Cancel Booking(s)** button.

![Cancel Booking(s) button](image)

- You will see a pop-up confirming that all booking were successfully cancelled.
- On the Reservation Details, you will now see that the status of the event has changed to Cancelled.

Off-Campus

- Click the **Calendar Admin Login** at the bottom of the Campus Calendar Homepage.
- If you are in the Calendar View page, select **My options**, then **Login**.

  - Select "**My Options**", then "**View My Requests**."
  - Click the event you wish to add information.
  - Click **Cancel Event**. A message opens asking you if you are sure that you want to cancel all the selected event dates.
  - Click **OK** in the message.

The Event Summary page is updated to reflect the cancellation of the event dates. None of the entries are removed from the Event Summary page. Instead, a single line runs through each event date, indicating that it was cancelled.
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For any questions, please contact Tech Support at techsupport@fit.edu or (321)674-7284.

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