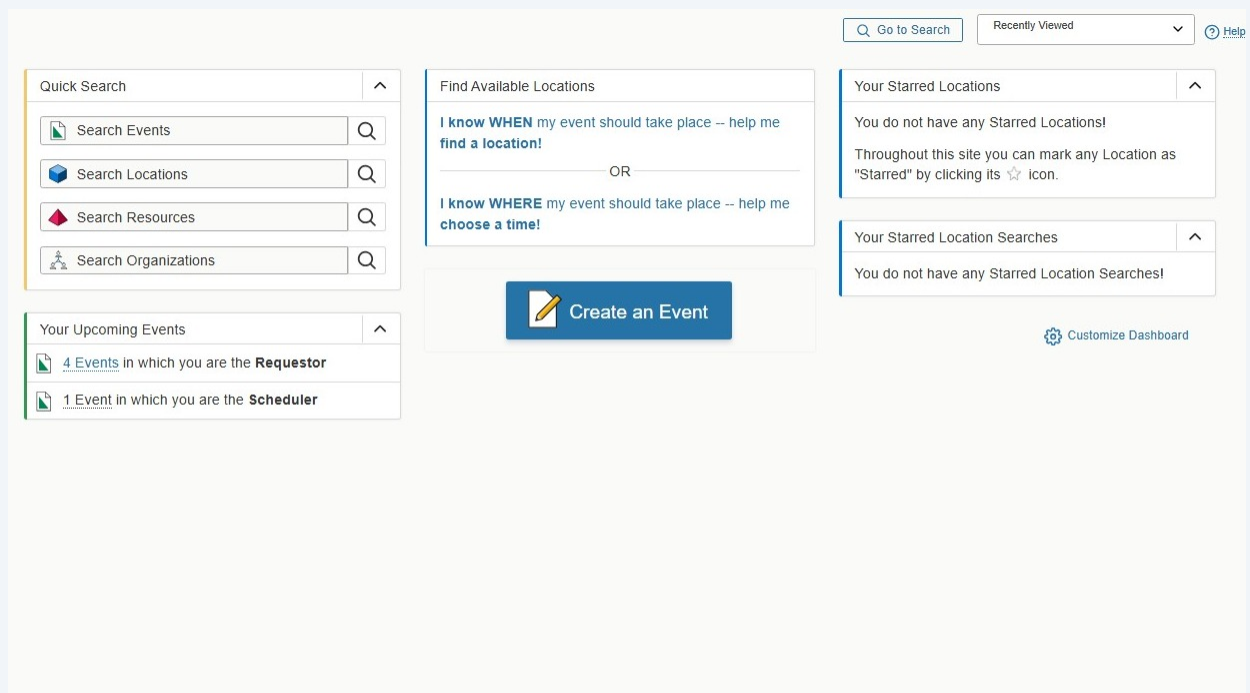


How to Cancel an Event You Requested

Follow the steps below if you'd like to cancel an event that you requested in 25Live.

- 1 Navigate to 25Live via your MySCU Portal tile and go to your dashboard.



2

To access the events that you have requested, use the "Your Upcoming Events" box on your dashboard or click on the "Go to Search" box to start an Events search.

The dashboard features a top navigation bar with a "Go to Search" button and a "Recently Viewed" dropdown. Below this, there are three main sections:

- Quick Search:** Contains four search boxes: "Search Events", "Search Locations", "Search Resources", and "Search Organizations".
- Find Available Locations:** Includes two prompts: "I know WHEN my event should take place -- help me find a location!" and "I know WHERE my event should take place -- help me choose a time!". Below these is a "Create an Event" button.
- Your Upcoming Events:** A box showing "4 Events in which you are the Requestor" and "1 Event in which you are the Scheduler". This box is circled in orange.
- Your Starred Locations:** A box stating "You do not have any Starred Locations!" and explaining that users can mark locations as "Starred" by clicking a star icon.
- Your Starred Location Searches:** A box stating "You do not have any Starred Location Searches!".

A "Customize Dashboard" link is located at the bottom right.

3

From the results page, click on the Name of the event that you'd like to cancel.

meeting	AAAXJB						07/2026	pm	2026 10:37 pm				Pirooz	Bronco
Sample Meeting without a location in 25L	2026-AAABRW	University Event Planning	Meeting		Requestor, Scheduler	Wed Jan 21 2026	12:00 pm	Mon Jan 12 2026 3:26 pm	Tentative		Event Svcs. - Card Table, 36"X36" Event Svcs. - Trash sets (G/B/B) Facilities - Custodial Support	Bucky Bronco	Bucky Bronco	
Training test	2026-AAAXTW	University Event Planning	Meeting		Requestor	Thu Jan 22 2026	4:00 pm	Mon Jan 05 2026 1:24 pm	Cancelled			Michelle Pirooz	Bucky Bronco	
Training test	2026-AAABJK	University Event Planning	Meeting		Requestor	Fri Jan 23 2026	11:00 am	Thu Jan 08 2026 11:15 am	Tentative		Event Svcs. - Chairs (Purple) - Folding Event Svcs. - Trash sets (G/B/B)	Michelle Pirooz	Bucky Bronco	
Training test event	2026-AAAZLM	University Event Planning	Reception/ Group Dining		Requestor	Mon Jan 26 2026	8:30 am	Tue Jan 06 2026 3:30 pm	Denied			Michelle Pirooz	Bucky Bronco	

Reference: 2026-AABCKJ

Title: Training test

Organization(s): University Event Planning

Training test

1

Page Size: 25

4 In the event information window, click on the "Details" tab.

The screenshot shows the Santa Clara University event management system. The user is masquerading as 'Bucky Bronco'. The event 'Training test' is in a 'Tentative' status. The 'Details' tab is selected and highlighted with an orange circle. The event information includes: Event Name (Training test), Event Type (Meeting), Organization (University Event Planning), Requestor (Bucky Bronco), Head Count (Expected 150, Registered 0), and Comments (details of event). The 'Event Categories' section shows 'none'. The 'Custom Attributes' section includes fields for Requestor Phone Number, Cost Center / Budget String, and Constituenties.

Santa Clara UNIVERSITY

Masquerading as Bucky Bronco

Go to Search Recently Viewed

Training test ☆ Tentative 2026-AABCKJ Fri Jan 23 2026 11:00 am - 3:00 pm

Event Svcs. - Chairs (Purple) - Folding [100]
Event Svcs. - Trash sets (G/B/B) [1]

Details Occurrences Calendar Task List Audit Trail Scheduled Emails

Edit Event Tentative Request Cancellation

General

Event Name Training test
Event Type Meeting
Organization University Event Planning
Requestor Bucky Bronco
Head Count Expected 150 Registered 0
Comments details of event

Event Categories

none

Custom Attributes

Requestor Phone Number* Preferred format (000) 000-0000: 408-555-1212
Cost Center / Budget String: cs1234
Which Constituenties will be attending? (Choose all that apply): Faculty; Staff

5 On the far right side of the window, click the blue "Request Cancellation" button.

This screenshot is similar to the previous one, but the 'Request Cancellation' button is highlighted with an orange circle. The 'Details' tab is no longer highlighted. The event information and custom attributes remain the same.

Santa Clara UNIVERSITY

Masquerading as Bucky Bronco

Go to Search Recently Viewed Help

Training test ☆ Tentative 2026-AABCKJ Fri Jan 23 2026 11:00 am - 3:00 pm

Event Svcs. - Chairs (Purple) - Folding [100]
Event Svcs. - Trash sets (G/B/B) [1]

Details Occurrences Calendar Task List Audit Trail Scheduled Emails

Edit Event Tentative Request Cancellation

General

Event Name Training test
Event Type Meeting
Organization University Event Planning
Requestor Bucky Bronco
Head Count Expected 150 Registered 0
Comments details of event

Event Categories

none

Custom Attributes

Requestor Phone Number* Preferred format (000) 000-0000: 408-555-1212
Cost Center / Budget String: cs1234
Which Constituenties will be attending? (Choose all that apply): Faculty; Staff

6 Enter a detailed reason for why you would like to cancel your event.

The screenshot shows the Santa Clara University event management interface. A modal dialog titled "Event Cancellation Request" is open, prompting the user to "Please enter a reason for cancelling this event". The text "Our invited speaker had to cancel." is entered into the text area. A "Request Cancellation" button is visible at the bottom of the dialog. In the background, the event details for "Training test" are visible, including event name, type, organization, requestor, head count, and comments. The event is currently in a "Tentative" status.

Event Cancellation Request

Please enter a reason for cancelling this event

Our invited speaker had to cancel.

Request Cancellation

Training test

- Event Svcs. - Chairs (Purple) - Folding [100]
- Event Svcs. - Trash sets (G/B/B) [1]

Details Occurrences Calendar Task List Audit Trail Scheduled Emails

General

Event Name: Training test

Event Type: Meeting

Organization: University Event Planning

Requestor: Bucky Bronco

Head Count: Expected 150 Registered 0

Comments: details of event

Tasks Completed

Approvals: 0/0 View this event's Task List

Event Categories

none

Custom Attributes

Requestor Phone Number* Preferred format (000) 000-0000: 408-555-1212

Cost Center / Budget String: cs1234

Which Constituencies will be attending? (Choose all that apply): Faculty; Staff

Will the University President be attending? No

Edit Event Tentative **Request Cancellation**

7 Click "Request Cancellation" to send your cancellation request to the Building Manager or event equipment provider that had resources tied to your event.

This screenshot is identical to the one above, showing the "Event Cancellation Request" dialog box with the reason "Our invited speaker had to cancel." entered. The "Request Cancellation" button at the bottom of the dialog is highlighted with an orange circle, indicating the next step in the process.

Event Cancellation Request

Please enter a reason for cancelling this event

Our invited speaker had to cancel.

Request Cancellation

Training test

- Event Svcs. - Chairs (Purple) - Folding [100]
- Event Svcs. - Trash sets (G/B/B) [1]

Details Occurrences Calendar Task List Audit Trail Scheduled Emails

General

Event Name: Training test

Event Type: Meeting

Organization: University Event Planning

Requestor: Bucky Bronco

Head Count: Expected 150 Registered 0

Comments: details of event

Tasks Completed

Approvals: 0/0 View this event's Task List

Event Categories

none

Custom Attributes

Requestor Phone Number* Preferred format (000) 000-0000: 408-555-1212

Cost Center / Budget String: cs1234

Which Constituencies will be attending? (Choose all that apply): Faculty; Staff

Will the University President be attending? No

Edit Event Tentative **Request Cancellation**

8

Once the Building Manager for your requested space processes your cancellation request, the Event Status for the event will change to "Cancelled"

9

IMPORTANT: If you had requested resources for this event OUTSIDE of 25Live, it is **up to you** to notify those resource providers that your event has been cancelled. Those providers might include:

- Media Services
- Bon Appetit
- Parking and Transportation Services
- Campus Safety
- General Counsel and/or Risk Management
- Other SCU event stakeholders