

# How to Cancel an Event You Requested

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

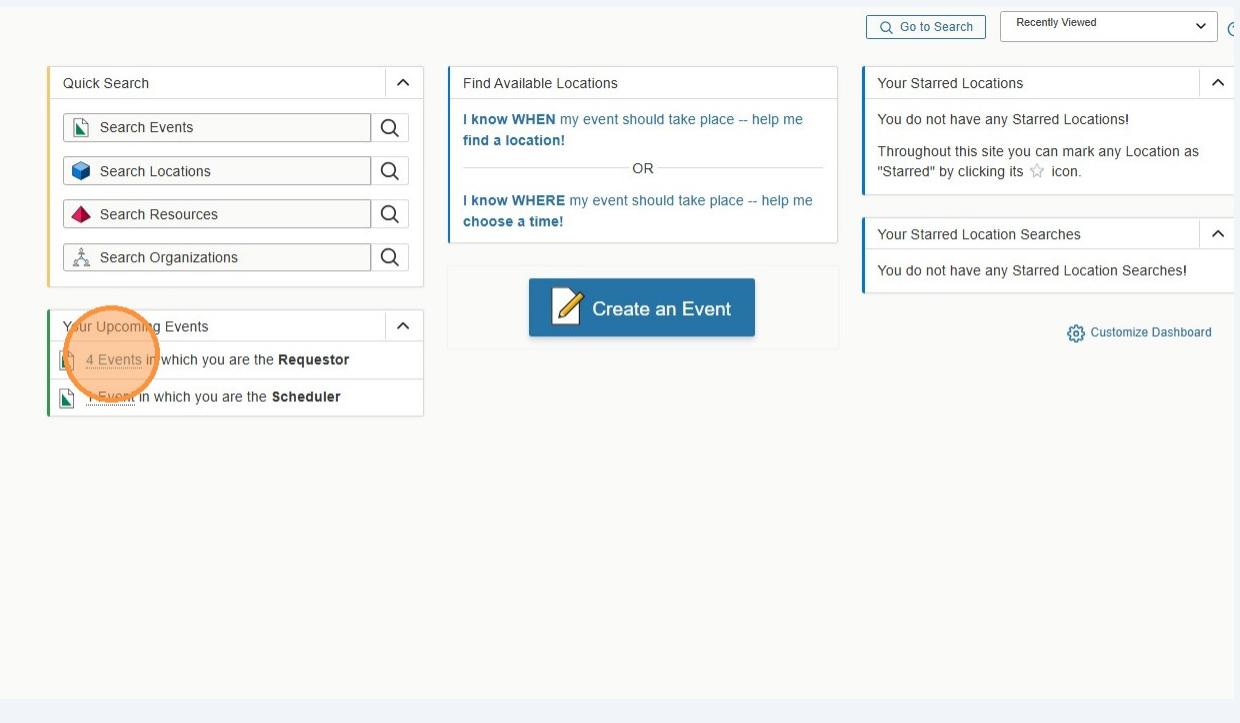
- 1 Navigate to 25Live via your MySCU Portal tile and go to your dashboard.

The screenshot shows the 25Live dashboard with the following components:

- Quick Search:** Includes "Search Events" (with a magnifying glass icon), "Search Locations" (with a location pin icon), "Search Resources" (with a diamond icon), and "Search Organizations" (with a building icon).
- Find Available Locations:** Text: "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 this is a "Create an Event" button with a pencil icon.
- Your Starred Locations:** Text: "You do not have any Starred Locations! Throughout this site you can mark any Location as "Starred" by clicking its  icon."
- Your Starred Location Searches:** Text: "You do not have any Starred Location Searches!"
- Top Right:** Includes "Go to Search" (with a magnifying glass icon), "Recently Viewed" (with a dropdown arrow), and "Help" (with a question mark icon).
- Bottom Right:** "Customize Dashboard" (with a gear icon).
- Left Side:** "Your Upcoming Events" section with 4 events as Requestor and 1 event as Scheduler.

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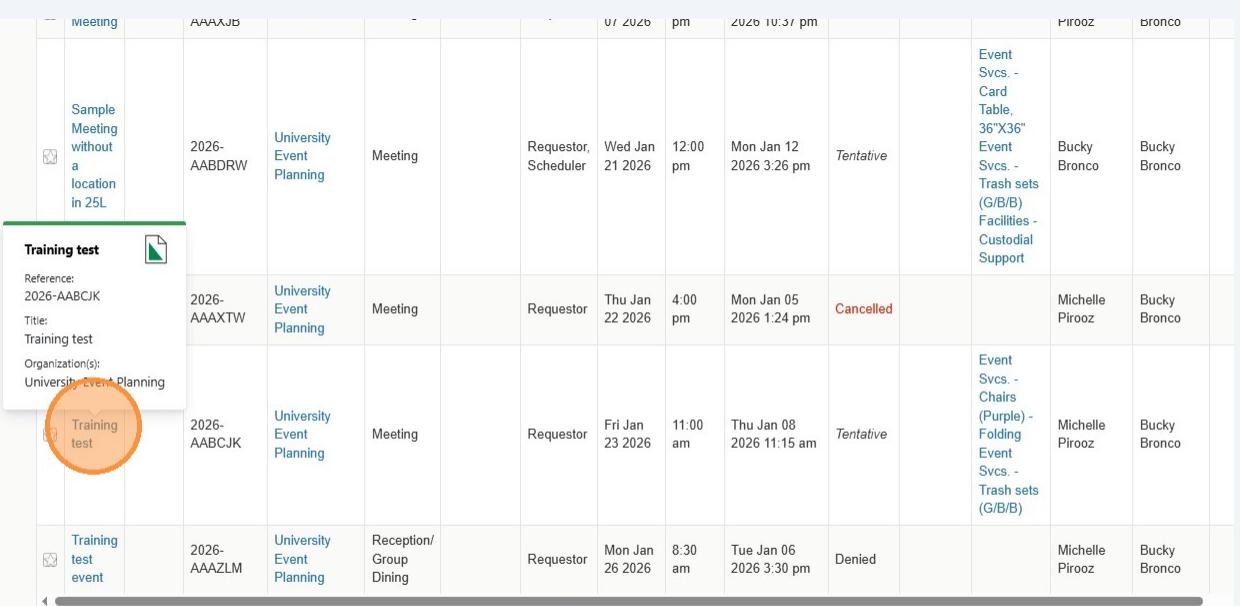
To access the events that you have requested, use the "Your Upcoming Events" box on your dashboard or click on the "Go to Search" box to start an Events search.



The screenshot shows the Events search interface. At the top right are buttons for "Go to Search" and "Recently Viewed". Below these are search fields for "Search Events", "Search Locations", "Search Resources", and "Search Organizations". A large orange circle highlights the "Your Upcoming Events" section. This section displays a summary: "4 Events in which you are the Requestor" and "1 Event in which you are the Scheduler". To the right of this summary is a "Create an Event" button with a pencil icon. Further right are sections for "Find Available Locations" (with a note about choosing when and where), "Your Starred Locations" (empty), and "Your Starred Location Searches" (empty). At the bottom right is a "Customize Dashboard" link.

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



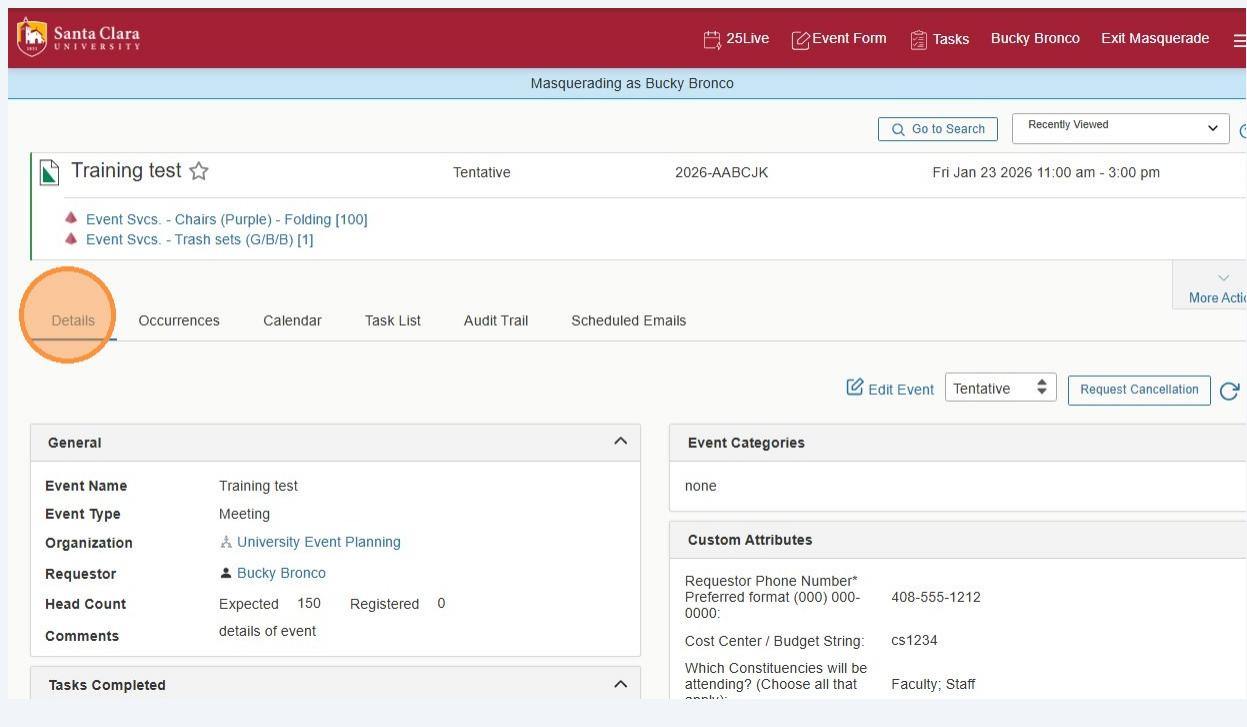
The screenshot shows a list of events in a table format. The columns include: Meeting, Reference, Title, Organization(s), Requestor, Date, Time, Status, and Contact information. The second event, "Training test" (Reference: 2026-AAXTW, Title: Training test, Organization(s): University Event Planning), is highlighted with an orange circle. The table shows four events in total.

Meeting	Reference	Title	Organization(s)	Requestor	Date	Time	Status	Contact	Event Svcs.	Event Svcs.
Sample Meeting without a location in 25L	2026-AABDRW	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
Training test	2026-AAXTW	University Event Planning	Meeting	Requestor	Thu Jan 22 2026	4:00 pm	Mon Jan 05 2026 1:24 pm	Cancelled	Event Svcs. - Chairs (Purple) - Folding Event Svcs. - Trash sets (G/B/B)	Michelle Pirooz
Training test	2026-AABCJK	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
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	Event Svcs. - Chairs (Purple) - Folding Event Svcs. - Trash sets (G/B/B)	Michelle Pirooz

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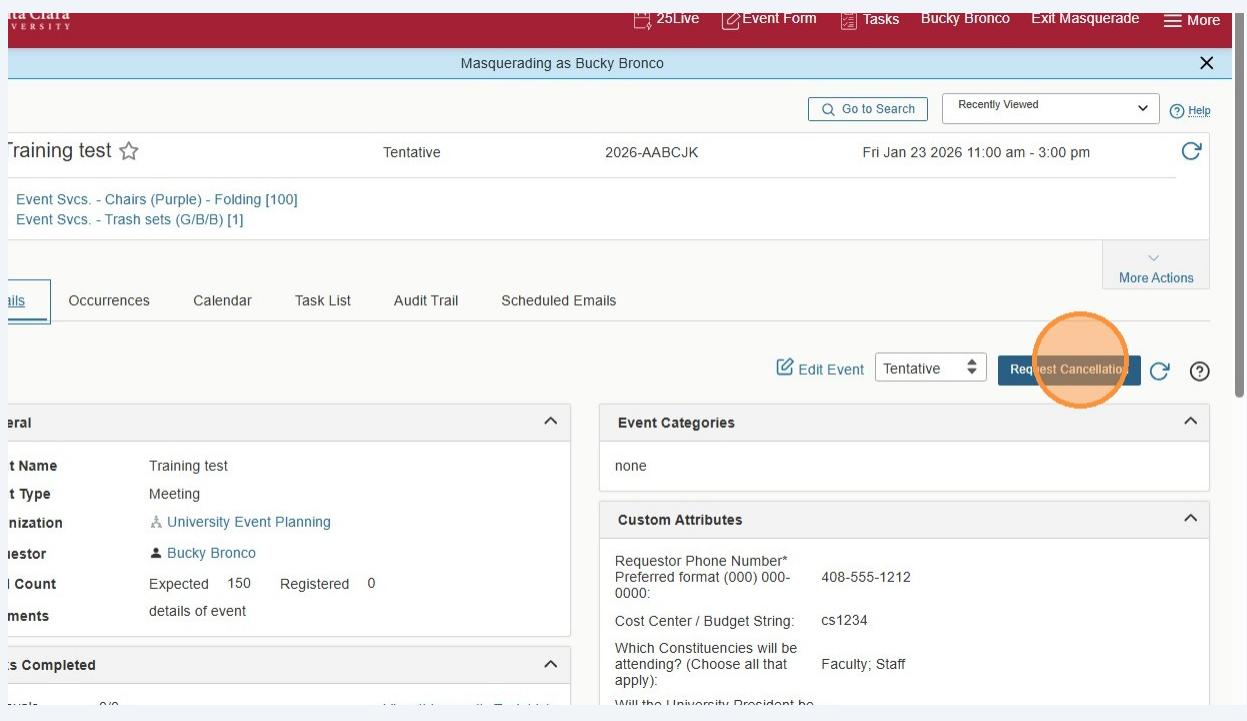
In the event information window, click on the "Details" tab.



The screenshot shows the event details for "Training test". The "Details" tab is selected, highlighted with an orange circle. The event is listed as Tentative with the ID 2026-AABCJK, scheduled for Friday, January 23, 2026, from 11:00 am to 3:00 pm. The "Occurrences", "Calendar", "Task List", "Audit Trail", and "Scheduled Emails" tabs are also visible. The "Event Categories" and "Custom Attributes" sections are displayed on the right. A "Request Cancellation" button is located in the top right corner of the main content area.

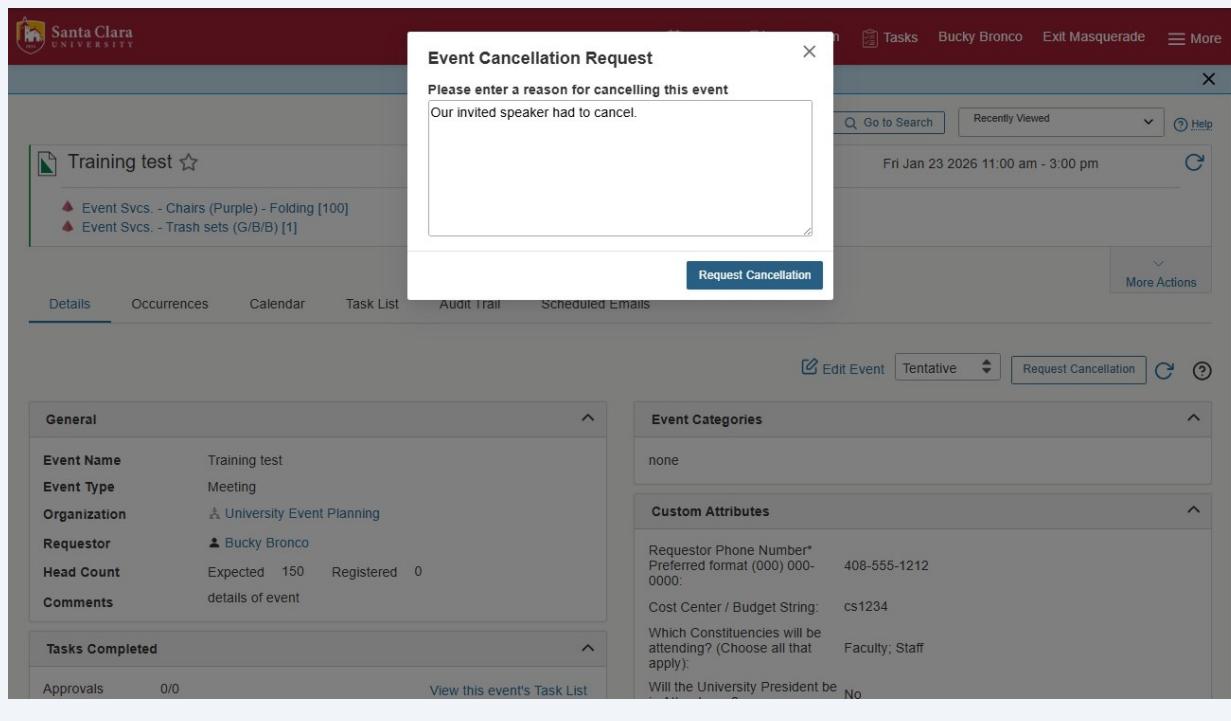
5

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



The screenshot shows the event details for "Training test". The "Details" tab is selected. The "Request Cancellation" button is highlighted with an orange circle. The event is listed as Tentative with the ID 2026-AABCJK, scheduled for Friday, January 23, 2026, from 11:00 am to 3:00 pm. The "Occurrences", "Calendar", "Task List", "Audit Trail", and "Scheduled Emails" tabs are also visible. The "Event Categories" and "Custom Attributes" sections are displayed on the right. The "Request Cancellation" button is located in the top right corner of the main content area.

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



Event Cancellation Request

Please enter a reason for cancelling this event

Our invited speaker had to cancel.

Request Cancellation

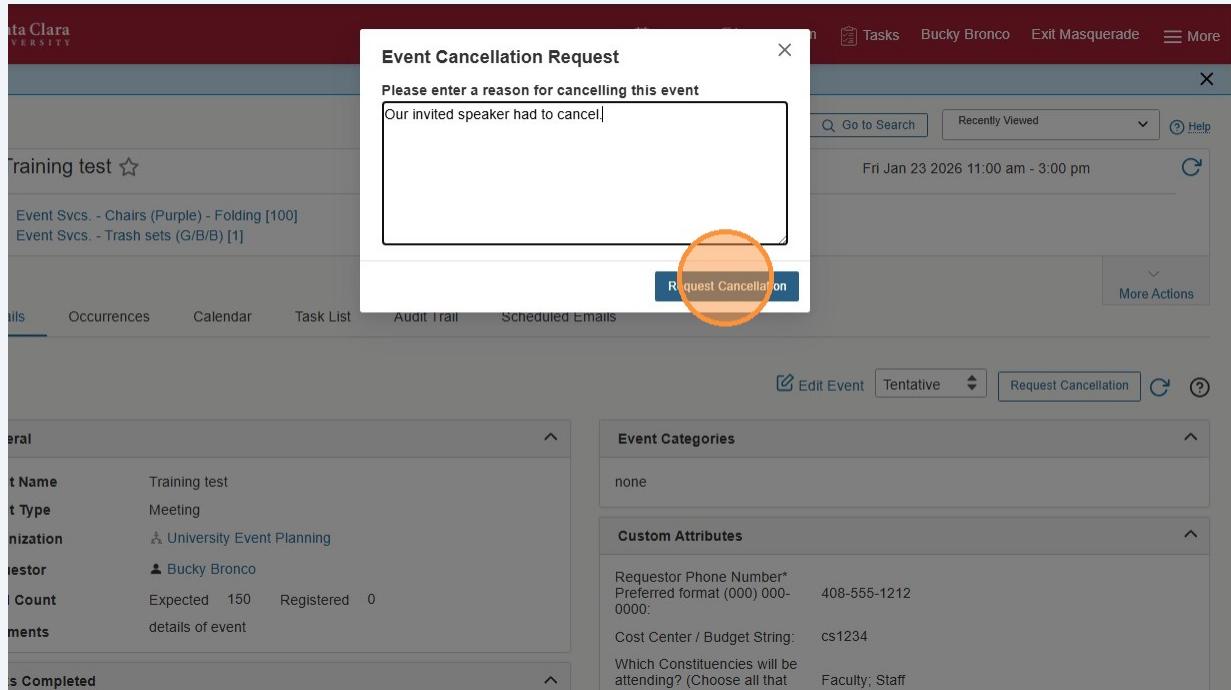
Training test

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

Details   Occurrences   Calendar   Task List   Audit Trail   Scheduled Emails

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.



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

Request Cancellation

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

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**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