

Cancelling Events in 25Live Pro

1. Go to **25Live Pro** (<https://www.middlesex.mass.edu/25livepro/>) and click the 25Live Pro link or the Schedule an Event button.
2. Click **Sign In** on the top right of the screen.
3. On the 25Live Pro **Dashboard**, click the link for a list of events in which you are the Scheduler or the Requestor in the **Upcoming Events** area.

The screenshot shows the 25Live Pro dashboard for Middlesex Community College. The top navigation bar includes the college logo, the text 'MIDDLESEX Community College', and the slogan 'Student Success Starts Here'. On the right side of the navigation bar are links for '25Live Pro', 'Event Wizard', and a user profile icon. Below the navigation bar, there is a 'Try New Event Form! (reloads app)' button and a search bar with the text 'Go to Search' and 'Nothing'. The main content area is divided into several sections. On the left, there is a 'Quick Search' section with three search boxes: 'Search Events', 'Search Locations', and 'Search Resources'. Below that is a 'Your Starred Event Searches' section with the text 'You do not have any Starred Event Searches!'. In the center, there is a section titled 'Your Upcoming Events' which is highlighted with a red box and a red arrow pointing to it. This section contains two items: '6 Events in which you are the Requestor' and '5 Events in which you are the Scheduler'. Below this section is a 'Find Available Locations' section with 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!'. On the right side, there are sections for 'Your Starred Events' and 'Your Starred Locations', both with the text 'You do not have any Throughout this site "Starred" by clicking'.

4. Click on the **Event name** in the list of upcoming events. The **Event Details** page appears

The screenshot shows the 'Event Details' page for 'Movie Night - Test Event'. The top of the page displays the event name, a star icon, the status 'Confirmed', the ID '2021-AATXCV', and the date and time 'Fri Sep 10 2021 7:00 pm - 9:00 pm'. Below this is a navigation bar with tabs for 'Details', 'Occurrences', 'Calendar', 'Task List', and 'Audit Trail'. On the right side of the navigation bar is a 'More Actions' button. Below the navigation bar, there are two main sections: 'General' and 'Event Categories'. The 'General' section contains the following information: Event Name: Movie Night - Test Event; Event Type: Movie Screening; Organization: MCC STUDENT ACTIVITIES; Scheduler: Staff, Joe; Requestor: Staff, Joe; Head Count: 50 expected. The 'Event Categories' section is currently empty. Below the 'Event Categories' section is a 'Custom Attributes' section, which is also empty. At the bottom of the page, there is an 'Event Info' section containing the following information: Event Owner: Staff, Joe; Creation Date: Tue Aug 31 2021; Reference: 2021-AATXCV. On the right side of the page, there are three buttons: 'Edit Event', a refresh icon, and a 'Help' button.

5. Click the **More Actions** button.

Movie Night - Test Event ☆

Confirmed
2021-AATXCV
Fri Sep 10 2021 7:00 pm - 9:00 pm

Details Occurrences Calendar Task List Audit Trail

More Actions

Edit Event Refresh Help

General

Event Name: Movie Night - Test Event
Event Type: Movie Screening
Organization: MCC STUDENT ACTIVITIES

6. Then click the **Email Event** button

Movie Night - Test Event ☆ Confirmed 2021-AATXCV Fri Sep 10 2021 7:00 pm - 9:00 pm

Edit Event Copy Event Related Events Manage Bindings Create Task Print Report Email Event Subscribe Collapse

Details Occurrences Calendar Task List Audit Trail

Edit Event Refresh Help

General

Event Name: Movie Night - Test Event

Event Categories

7. **On the Email form:**

- a. Under the **TO** column, click the checkbox for **Anyone with Assignment Tasks**.
- b. In the **Message Body**, **type a message** that indicates you are cancelling the event.
- c. Click the checkbox for **Include event details in the body of message**.
- d. Click the **Send** button.

This will send a message to all room approvers for the space that was booked. They can then go into 25Live and cancel the event for you.

Email Event Details ✕

Link to: Pro Original 25Live Scheduling

Related Recipients	TO	CC	BCC
Self (Staff, Joe)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requestor (Staff, Joe)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scheduler (Ricca, Ellen)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anyone with Assignment Tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anyone with Notification Tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Recipients

TO

CC

BCC

Separate multiple email addresses with commas. To choose from a list, click To, CC or BCC.

Attach: Event Confirmation (Related)
 Event Invoice
 Event Confirmation (Detailed)
 iCal File

No file chosen

Subject:

Message Body Check the checkbox to include Event Details. Add a custom message if desired.

Please cancel this event.

Include event details in body of message