# Cancelling Events in 25Live Pro
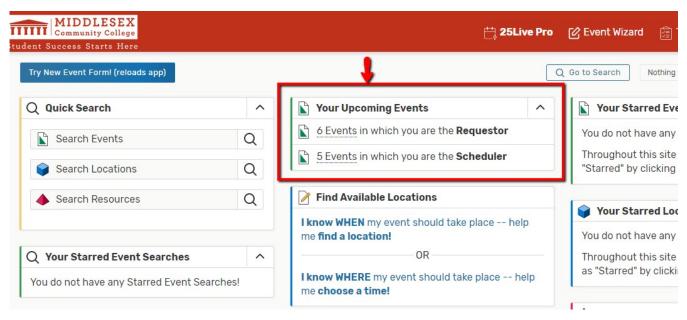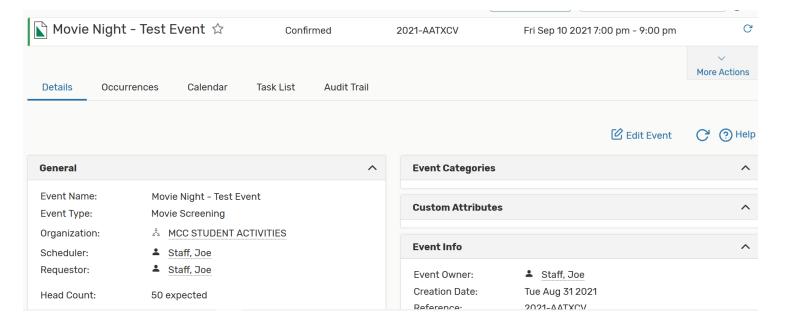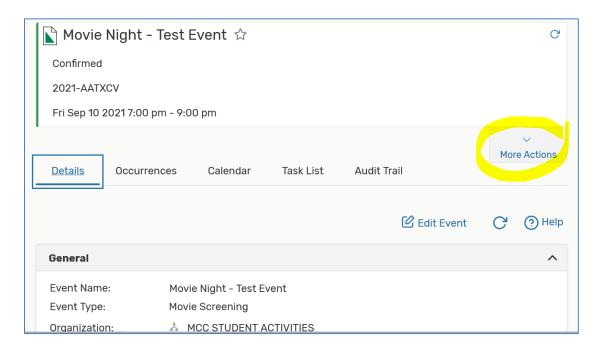
1. Go to **25Live Pro ( https://www.middlesex.mass.edu/25livepro/)** and click the 25Live Pro link or the Schedule an Event button.
2. Click **Sign In** on the top right of the screen.

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.
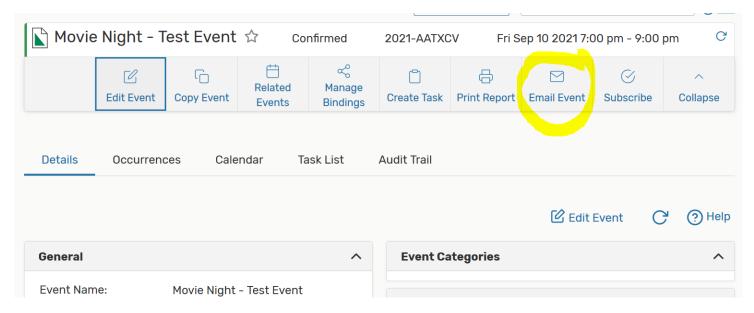


4. Click on the **Event name** in the list of upcoming events. The **Event Details** page appears

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



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

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.**