



# Elizabethtown College

## How-To in 25Live Cancel or Edit an Event

Keeping 25Live as up to date as possible is important for not only the Scheduling Office, but also Campus Security and our Environmental Services team members.

If you need to cancel an event in its entirety or edit any part of an event for any reason, please notify the Scheduling Office as soon as possible. This includes, but is not limited to, changing the event title, description, start or end time, changing the event date, adding/removing a date, changing locations, requesting resources, etc.

There are multiple ways to notify the office, but written confirmation of the requested change is required.

### **Option 1:**

Send an email to Samantha Crossley ([crossleys@etown.edu](mailto:crossleys@etown.edu)) or [eventscheduling@etown.edu](mailto:eventscheduling@etown.edu) and include the following information:

- Event Reference Number (example: 2019-AAJVIX)

As well as:

- What you wish to add/remove/edit if applicable

OR

- The date you wish to cancel if the event has multiple occurrences, or if you wish to cancel any/all occurrences

**Option 2:**

When an event is created, the requestor receives an automated email containing the reference number. You may forward this email, or the PDF attachment if it's a confirmed event, to the Scheduling Office requesting any updates or changes.

Reply Reply All Forward

Mon 12/2/2019 2:23 PM

 Samantha Crossley <eventscheduling@etown.edu>  
Event Created: Scheduling Office Meeting

To eventscheduling

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CAUTION: This message originates from outside the "etown.edu" email system. Please view with care.

**Scheduling Office Meeting** ([View in 25Live](#))

**Note from 25Live Pro**

The Campus Event Scheduling Office has received your scheduling request. It is important to know that this request **IS NOT CONFIRMED** until it is reviewed to ensure the space and resources (if any resources requested) can be accommodated. You should receive a reply email within three business days, with the status of your request. Following the [protocols](#) established, if changes need to be made to your event, you must have the reference number ("201#-\*\*\*\*") and either email [eventscheduling@etown.edu](mailto:eventscheduling@etown.edu) or call 717-361-3660.

**Event Details**

**Title** Scheduling Office Meeting

**Event Type** Initial Request

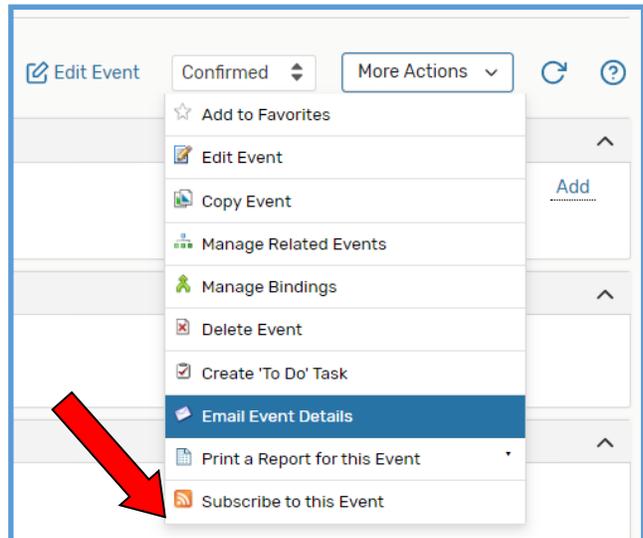
**Reference** 2019-AAZJKX

**Event State** Draft

**Primary Organization** SCHEDULING OFFICE

### Option 3:

If you are in 25Live and have your requested event open, select “More Actions” on the upper right-hand corner and select “Email Event Details”.



A new box will appear where you will be prompted to enter who you would like to send the email to (either [crossleys@etown.edu](mailto:crossleys@etown.edu) or [eventscheduling@etown.edu](mailto:eventscheduling@etown.edu)). In the message body, leave any changes or cancellations you wish to make and hit “send”. Once the Scheduling Office receives the request, you will receive an email confirming the updates if they are approved, or a rejection email if they are denied.

A screenshot of the 'Email Event Details' dialog box. The dialog has a title bar with a close button. It contains several sections: 'Link to:' with radio buttons for 'Pro', 'Scheduling', and 'No Link'; 'Related Recipients' with a table for 'TO', 'CC', and 'BCC' columns; 'Additional Recipients' with input fields for 'TO', 'CC', and 'BCC'; 'Attach:' with checkboxes for 'Event Invoice', 'Event Confirmation (Detailed)', and 'iCal File'; 'Subject:' with a text input field; and 'Message Body' with a large text area. A red arrow points to the 'TO' field in the 'Additional Recipients' section, which contains the email address 'eventscheduling@etown.edu'. Another red arrow points to the 'Message Body' text area, which contains the text 'Please change the date to 12/11. Same time and location if available'. At the bottom right, there are 'Cancel' and 'Send' buttons.