

Series 25 – How to Unschedule an Event

APPROVAL HISTORY

Approving Party	Version Approved	Date
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REVISION HISTORY

Version Number	Date	Description	Revised By
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Purpose

How to unschedule an event.

Related Policies and Regulations

1. Nonacademic Scheduling Policy
2. Spot Scheduling Guidelines

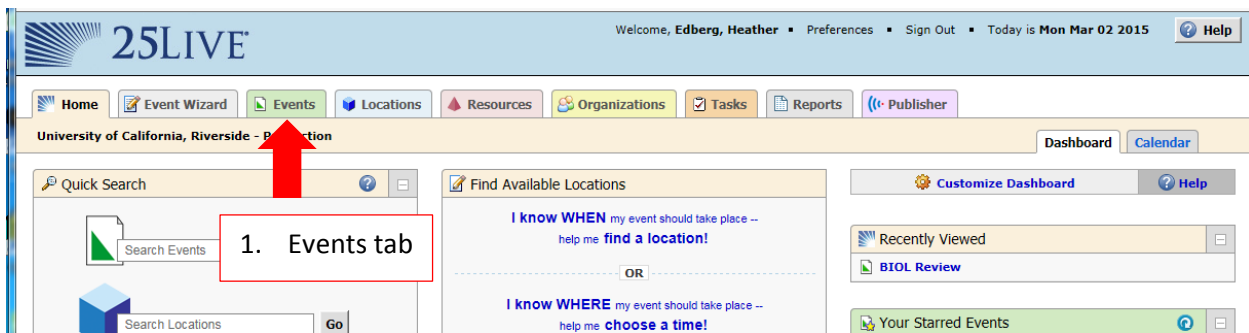
[Registrar's Sharepoint Site](#)

Impacted Departments

1. Registrar's Office
2. HUB Event Scheduling

Procedures

1. From the Main Menu navigate to the Events tab



- Enter the known search criteria (note that nonacademic events should be found in the appropriate Spot Scheduling cabinet, not the academic cabinets) and execute the search

25LIVE
Welcome, Edberg, Heather | Preferences | Sign Out | Today is Mon Mar 02 2015

Home | Event Wizard | Events | Locations | Resources | Organizations | Tasks | Reports | Publisher

Search For Events | Pre-Defined Event Searches | Advanced Event Search | BIOL Review

Search For Events

Search by Keyword: X GO [Fewer Search Options](#)

Cabinet: 2015 Spot Scheduling | Categories [EDIT](#)

Types [EDIT](#) | Your Role:

Organizations [EDIT](#) | States [EDIT](#)

GO | START OVER

List | Calendar

- Choose the desired event from the populated search results by clicking on the name.

25LIVE
Welcome, Edberg, Heather | Preferences | Sign Out | Today is Fri Apr 03 2015

Home | Event Wizard | Events | Locations | Resources | Organizations | Tasks | Reports | Publisher

Search For Events | Pre-Defined Event Searches | Advanced Event Search

Search For Events

Search by Keyword: X GO [Fewer Search Options](#)

Cabinet: 2015 Spot Scheduling | Categories [EDIT](#)

Types [EDIT](#) | Your Role:

Organizations [EDIT](#) | States [EDIT](#)

GO | START OVER

List | Calendar

Dates: Current and Future Dates | Choose Visible Columns | [Send to Publisher](#) | [Save Search](#) | [Refresh](#)

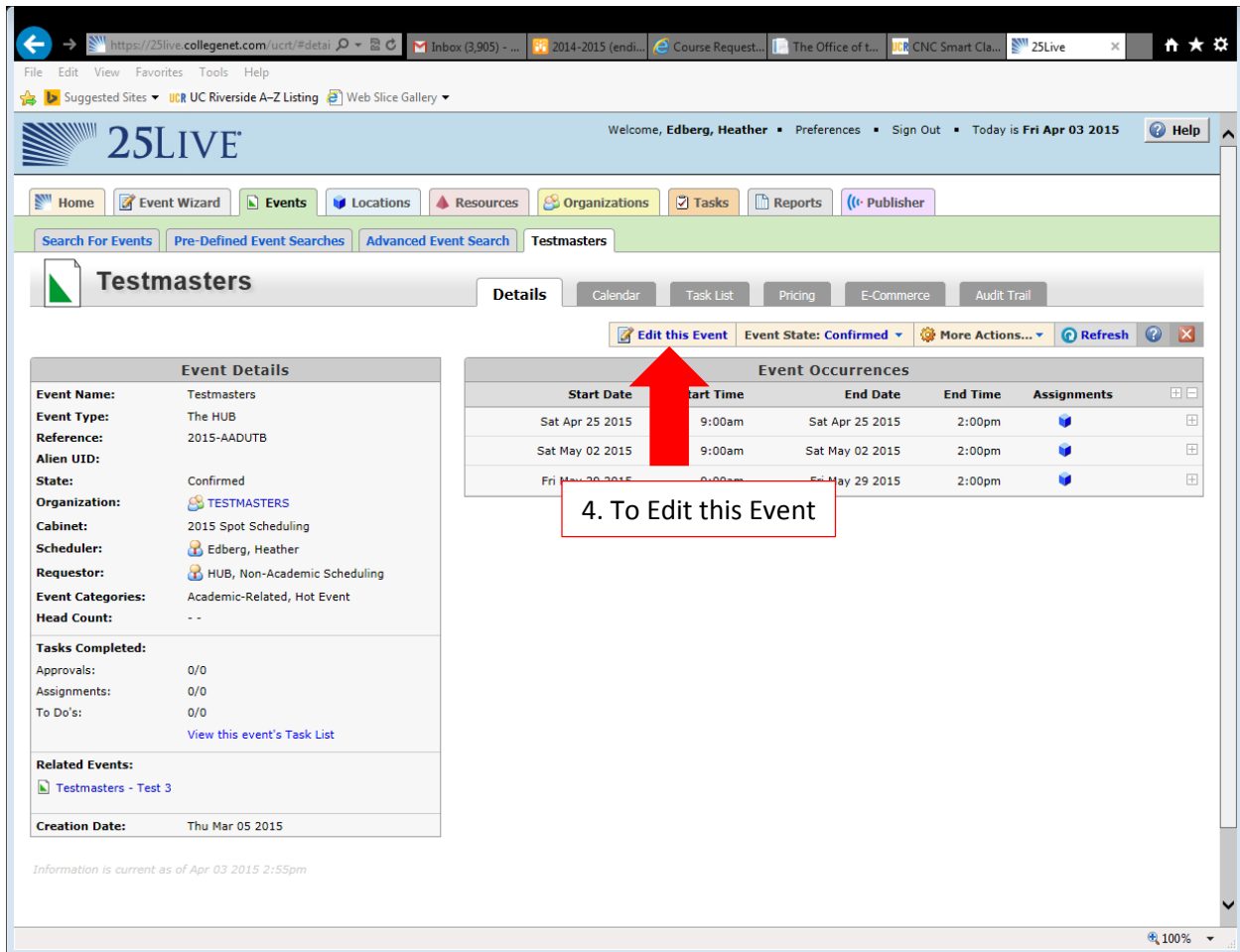
Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Start Time	Creation Date	State	Locations
Testmasters		2015-AADUTB	TESTMASTERS	The HUB	Academic-Related, Hot Event	Scheduler	Apr 25 2015	9:00AM	Mar 05 2015	Confirmed	MSE 003
testmasters		2015-AADUTD	TESTMASTERS	The HUB	Academic-Related, Hot Event	Scheduler	Mar 05 2015	4:00PM	Mar 05 2015	Confirmed	
Testmasters - April Dates	Testmasters - Test 1	2015-AADUTA	TESTMASTERS	The HUB	Academic-Related, Hot Event	Scheduler	Apr 14 2015	6:00PM	Mar 05 2015	Confirmed	MSE 003

Information is current as of Apr 03 2015 2:54pm

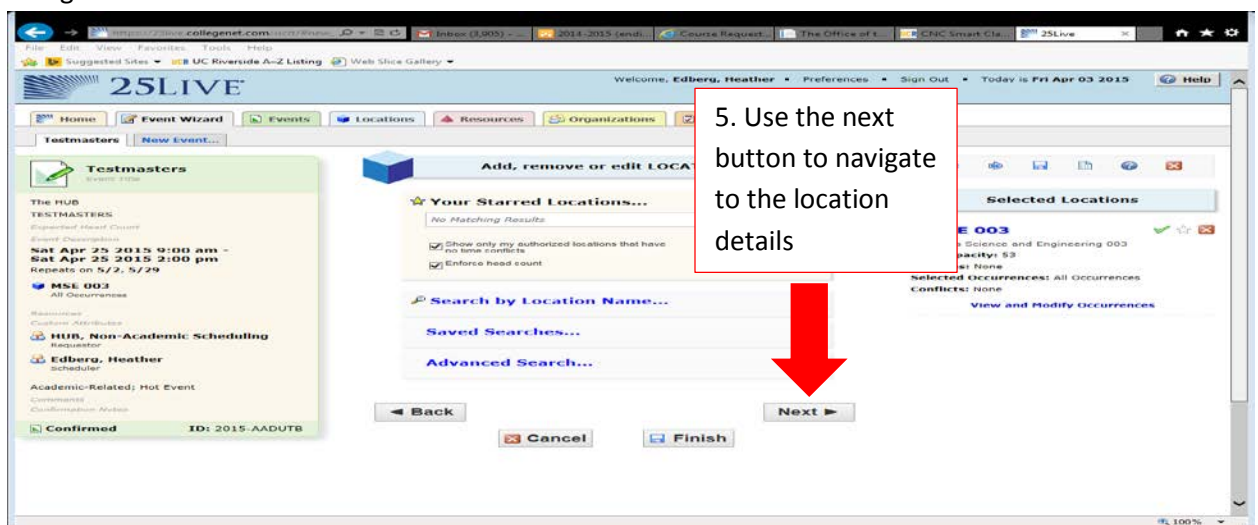
3 Matching Events

100%

4. Choose Edit this Event



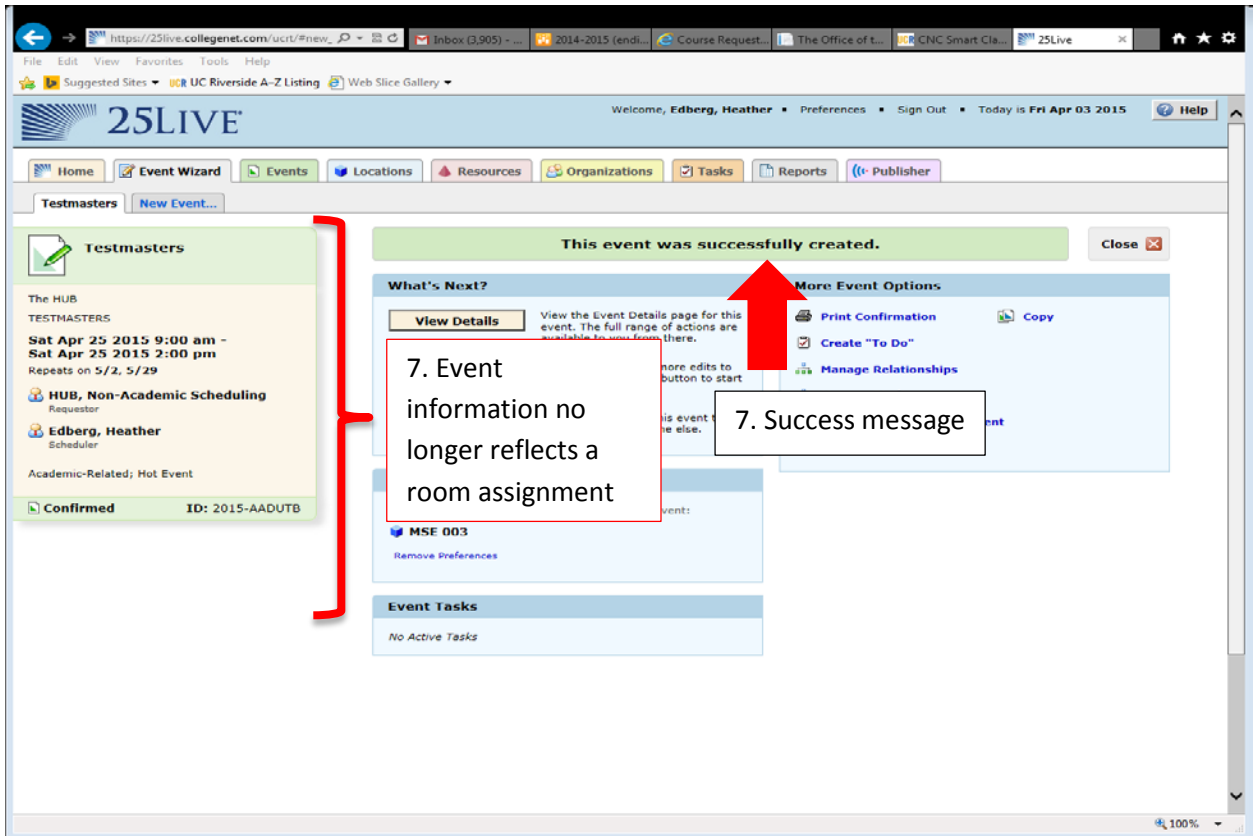
5. Navigate to the location details of the even



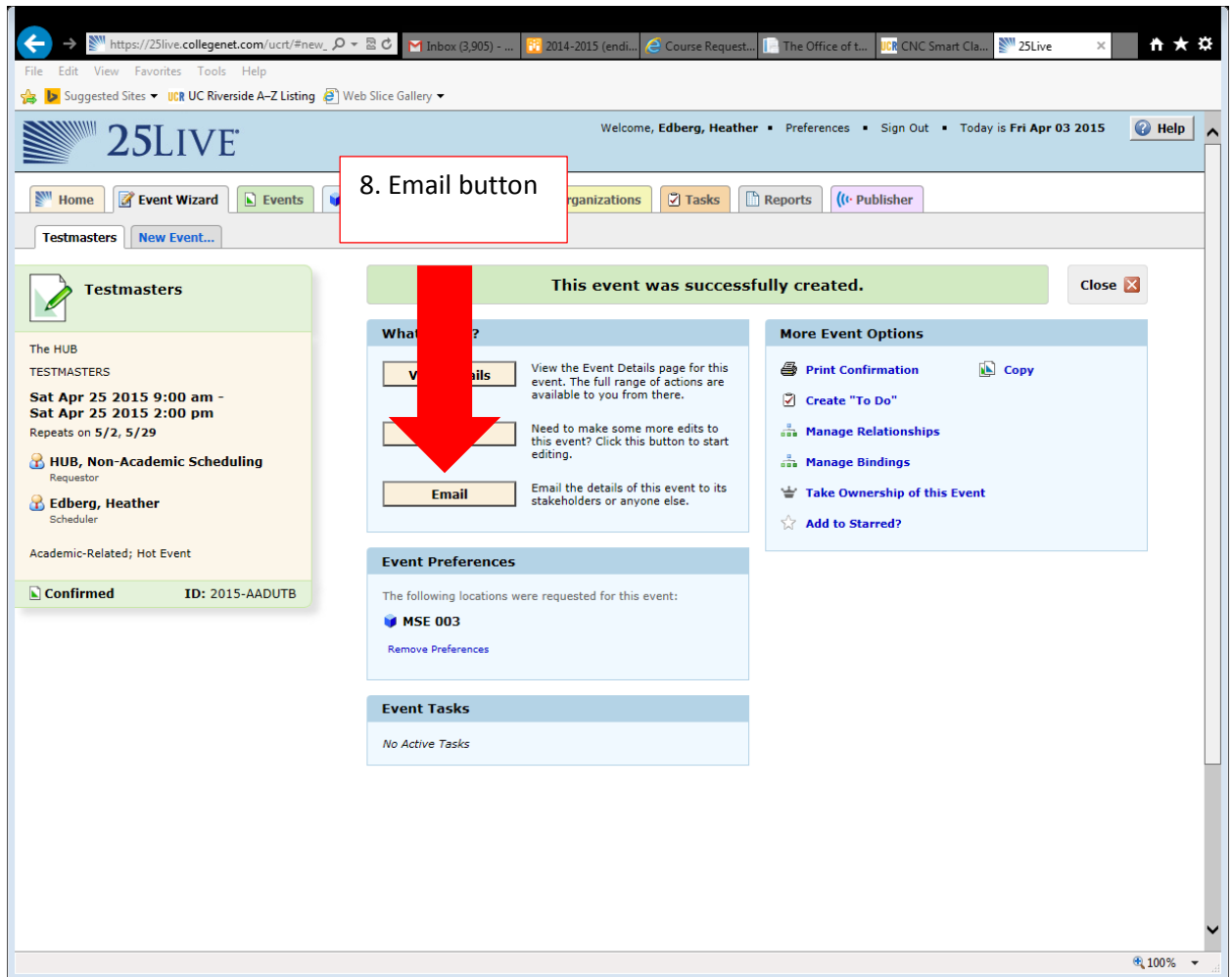
6. Remove the room information and indicate that your edits are finished

The screenshot displays the 25LIVE web application interface. The browser address bar shows the URL https://25live.collegenet.com/ucrt/#new_0. The page header includes the 25LIVE logo, a welcome message for Heather Edberg, and navigation links for Home, Event Wizard, Events, Locations, Resources, Organizations, Tasks, Reports, and Publisher. The main content area is titled "Add, remove or edit LOCATIONS." and features a "Your Starred Locations..." section with a search bar and filters. A "Selected Locations" section lists "MSE 003" with details such as "Materials Science and Engineering 003", "Max Capacity: 53", and "Selected Occurrences: All Occurrences". A red box highlights the "MSE 003" entry, and a red arrow points to the "X" icon in the top right corner of the location details, with the text "6. Use the red X to remove the assigned classroom". Another red box highlights the "Finish" button at the bottom, with the text "6. Finish button when edits are complete" and a red arrow pointing to it. A "Next" button is also visible.

7. You will receive a success message and the room and location will no longer be associated with the event



8. In order to notify appropriate individuals of the changes which you have made click Email



9. Use the checkboxes and free text email address fields to enter the appropriate individuals, include a message regarding the changes, and click send (note that files can be attached or event

confirmation information)

The screenshot shows a web application interface with a dialog box titled "Email Event Details: undefined". The dialog box contains several sections:

- Related Recipients:** A table with columns "TO", "CC", and "BCC". It lists recipients like "Requestor" and "Regular" with checkboxes in each column.
- Additional Recipients:** Fields for "TO", "CC", and "BCC" with a note: "Separate multiple email addresses with commas. To choose from a list, click To, CC or BCC."
- Attach:** Checkboxes for "Event Confirmation (Detailed)" and "iCal File", with an "Add:" field and a "Browse..." button.
- Subject:** A text field containing "testmasters".
- Message Body:** A large text area with a scroll bar, containing the text "Event Details have been pre-populated. Add a custom message if desired."
- Buttons:** "Send" and "Cancel" buttons at the bottom.

Annotations in red boxes and arrows point to specific elements:

- A box labeled "9. checkboxes" points to the checkboxes in the "Related Recipients" table.
- A box labeled "9. email address fields" points to the "TO", "CC", and "BCC" fields in the "Additional Recipients" section.
- A box labeled "9. message field" points to the "Message Body" text area.
- A box labeled "9. send button" points to the "Send" button.

10. The email which is received appears as below

The screenshot shows an Outlook message window titled "Testmasters - Message (HTML)". The interface includes a ribbon with various actions like Delete, Reply, Forward, and Move. The message header shows it was sent by Heather L Edberg on Friday, 4/3/2015 at 3:09 PM. The main body of the email features a large "TESTMASTERS" header, an "EVENT DETAILS" section with fields for Name, Reference, and Details URL, and a "Note from Edberg, Heather" section. Red arrows and boxes highlight specific elements: the sender's email address, the event title, the sender's name in the note, and the content of the note itself.

From: Edberg, Heather <heather.edberg@ucr.edu>

To: Heather L Edberg

Subject: Testmasters

TESTMASTERS ← Event title

EVENT DETAILS

Name	Testmasters
Reference	2015-AADUTB
Details URL	https://25live.collegenet.com/ucrt/#details&obj_type=event&obj_id=64

Note from Edberg, Heather ← The person who sent the email in step 9

Please note that I have removed the room assignment from this event. It will be reassigned and a separate confirmation will be sent.

Thank you,
Heather Edberg

The information contained in the Note from field is what is entered in the message field in step 9

See more about: Edberg, Heather.