# Series 25 - How to Unschedule an Event

## **APPROVAL HISTORY**

Approving	Version	Date
Party	Approved	

## **REVISION HISTORY**

Version	Date	Description	Revised By
Number			

# **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

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University of California, Riverside - Partition		Dashboard Calendar
P Quick Search	Find Available Locations	Customize Dashboard  Help
Search Events 1. Events tab	I know WHEN my event should take place help me find a location!	Recently Viewed
	OR I KNOW WHERE my event should take place	BIOL Review
Search Locations Go	help me choose a time!	Nour Starred Events

2. 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

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

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### 4. Choose Edit this Event

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5. Navigate to the location details of the even

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

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

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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

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