

Instructions to Cancel a Reservation in 25LivePro

Step 1: Go to the 25LivePro site and from the main page click on “More” in the top right corner and then go to “Calendar” to find the times you have scheduled.

Step 2: Click on the time you are trying to cancel. When you do this is the page that should appear.

The screenshot shows the 25LivePro interface for an event named "Ryan Rea". The event is confirmed and scheduled for Thursday, November 04, 2021, from 3:30 pm to 4:30 pm. The event is categorized as "Study Tables - IN Athletics" and is organized by "IUPUI Men's Golf". The requestor and scheduler are both listed as "Rea, Ryan". The event has 0 expected and 0 registered attendees. The page includes a navigation menu with "Details" highlighted in a red circle, and sections for "Event Categories", "Custom Attributes", and "Event Info".

General

Event Name:	Ryan Rea
Event Title:	
Event Type:	Study Tables - IN Athletics
Organization:	IUPUI Men's Golf
Requestor:	Rea, Ryan
Scheduler:	Rea, Ryan
Head Count:	expected 0
	registered 0
Description:	
Comments:	
Internal Notes:	
Confirmation Text:	
Attached Files:	Upload a file

Event Categories

Add

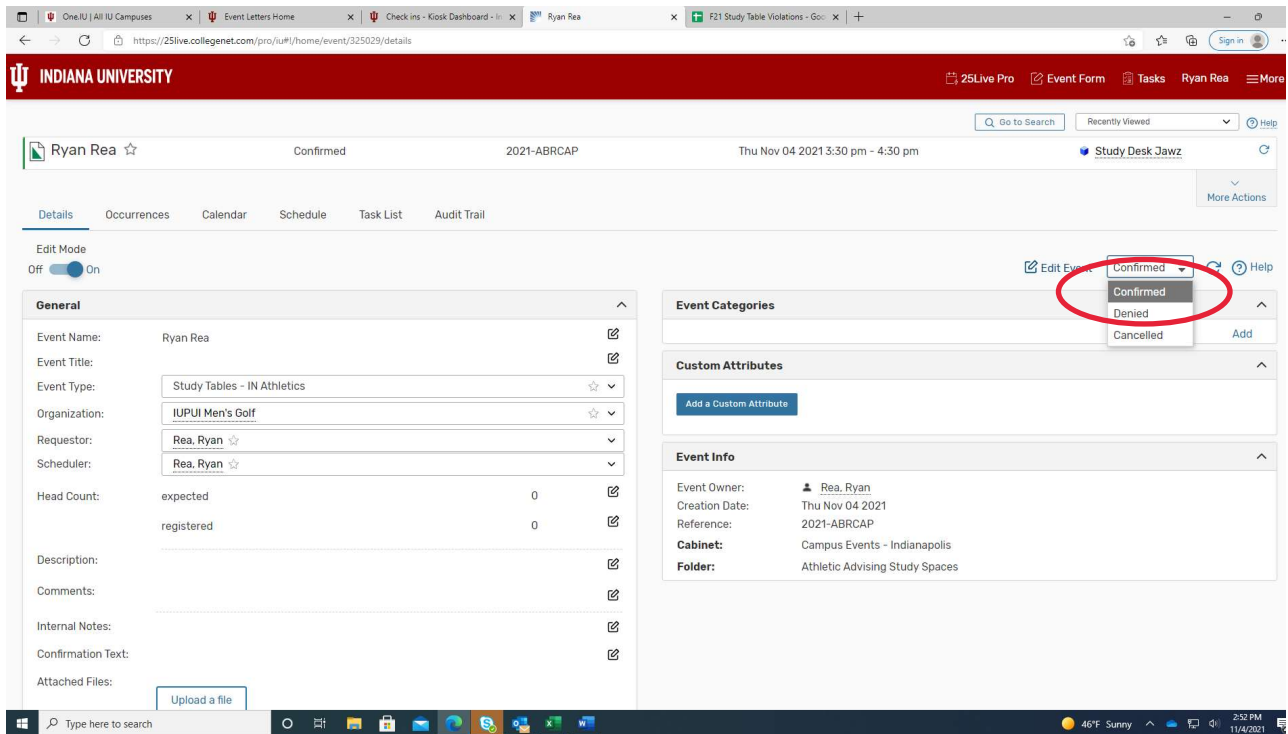
Custom Attributes

Add a Custom Attribute

Event Info

Event Owner:	Rea, Ryan
Creation Date:	Thu Nov 04 2021
Reference:	2021-ABRCAP
Cabinet:	Campus Events - Indianapolis
Folder:	Athletic Advising Study Spaces

Step 3: Make sure the tab is on “Details” where you will then go to the “Confirmed” drop down box.



Step 4: Scroll down to “Cancelled” and confirm the cancellation. You have now completed the cancellation of your study table time and will get a follow up email letting you. If you do not get a follow-up email, please go back to make sure you did it correctly.