


Cancel Events

Administrators with appropriate rights can cancel events. When you cancel an event, any sub-events are also canceled. Members who registered for the event can receive an e-mail notifying them of the cancellation.

If you cancel an event that has a cost associated with it, you can manually issue a refund to members who paid for it. To view a list of cancellations, view the **Event Cancellations** report. To view a list of refunds left to process, view the **Event Refunds Still to Process** report.

To cancel an event

1. Point to **Events**, then click **Events Setup**.
2. In the list of events, click  for the event that you want to cancel.
3. When the confirmation message displays, click **OK**. If the event is a future event, you can select to send cancellation emails to registrants.

Related Topics

- [Create Events](#)
- [Copy Events](#)
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- [Approve Events](#)