

25Live Pro Event Management



Cancel an Event

CANCEL AN EVENT

25Live Pro Website: <https://25live.collegenet.com/pro/wpunj>

NOTE: You can request a cancellation of your event at any time. This request will cancel the location and any assigned resources for the event. The event will still be visible in 25Live Pro but will have a 'cancelled' status.

You CANNOT delete an event. Please cancel your event as soon as the decision has been made in order to release any resources that have been requested.

To cancel your event, please respond to your confirmation email or send an email to eventscheduling@wpunj.edu. You can also send an email to the scheduler of the room.

If you are sending an email to eventscheduling@wpunj.edu please include the following information:

- Reference number (ex. 2019-ABAZAV)
- Date of event
- Event name
- Location of event

NOTE: Always read all confirmation emails and confirmation PDF attachments to ensure your event information is correct.