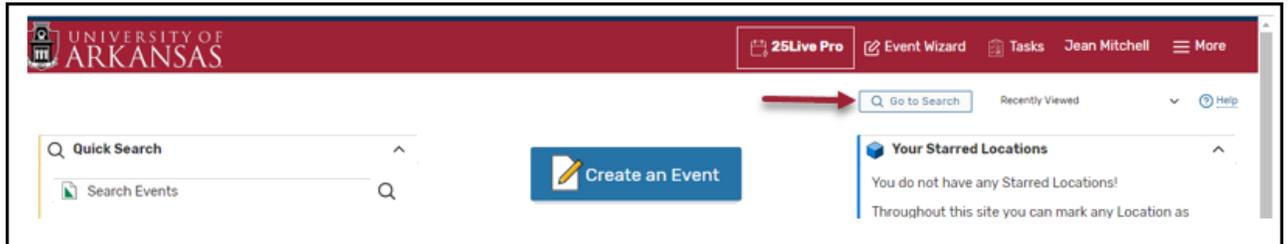
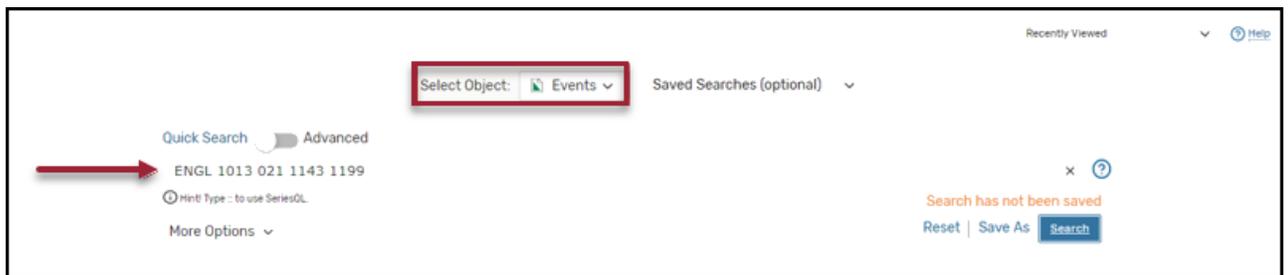


Removing a Single Occurrence for Event with Multiple Meetings

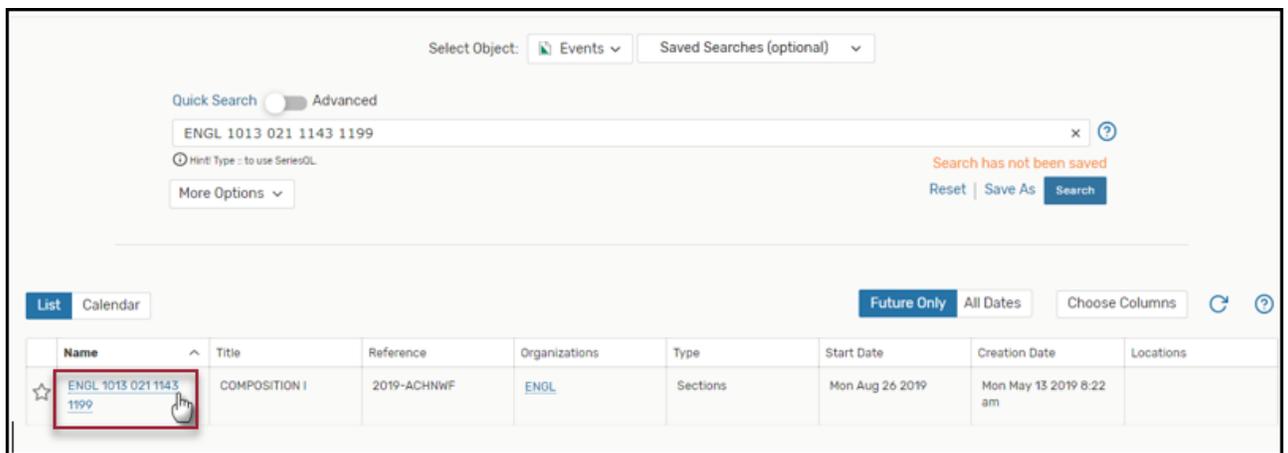
1. Open an internet browser and navigate to <https://25live.collegenet.com/pro/uark> .
2. Click **Go to Search** link.



3. Select **Events** in the **Select Object** box.
4. Enter the event title in the search box and click **Search**.



5. Click the **Name** link for the class.



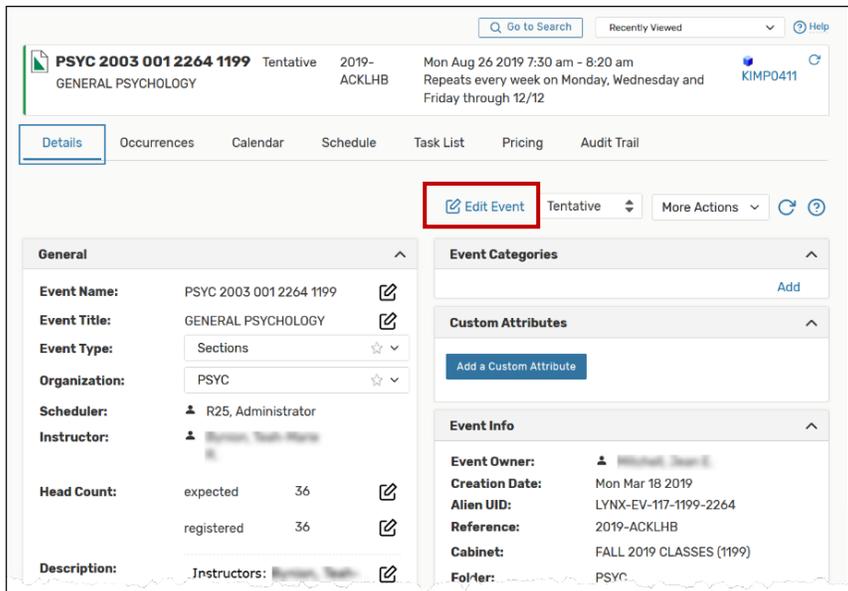
Remove-Cancel a Single Occurrence for Event with Multiple Meetings

NOTE: The event opens in the Details view. Other options are listed across the screen. Access to these are based on a users' security.

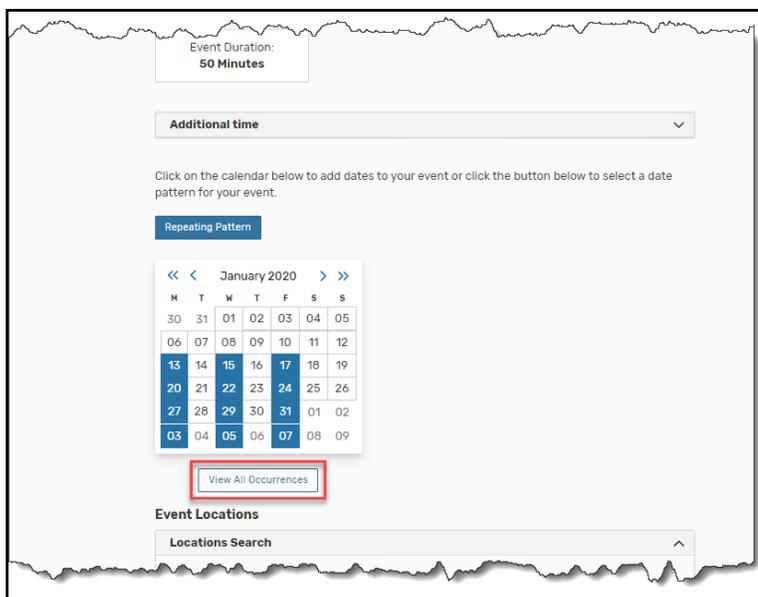
If a room has been assigned, it is best to cancel a single occurrence. If no room has been assigned, a single occurrence may be removed.

To cancel a single occurrence:

6. Click the Edit Event link to open the event.

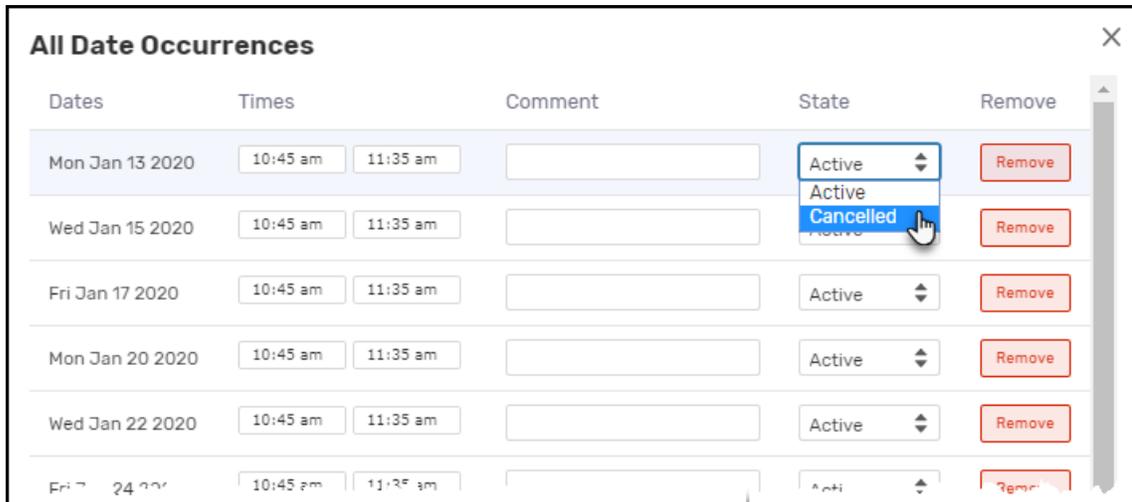


7. Click the **View All Occurrences** button.



Remove-Cancel a Single Occurrence for Event with Multiple Meetings

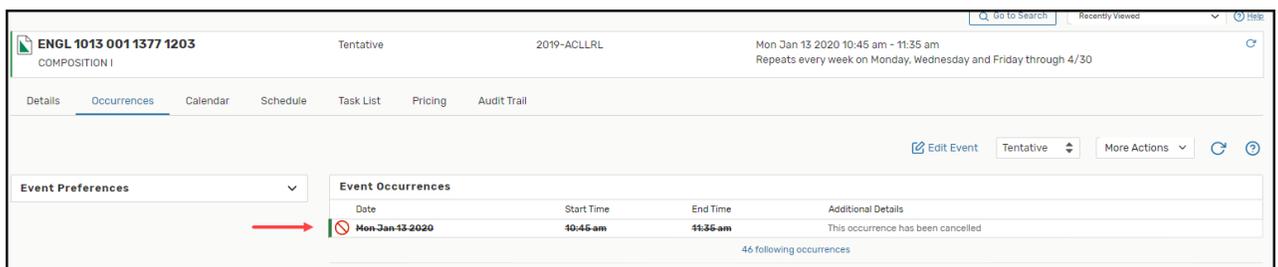
- Click the drop arrow in the **State** box and change the event state from Active to Cancelled.



- Click **Close** at the bottom of the screen to close the window.



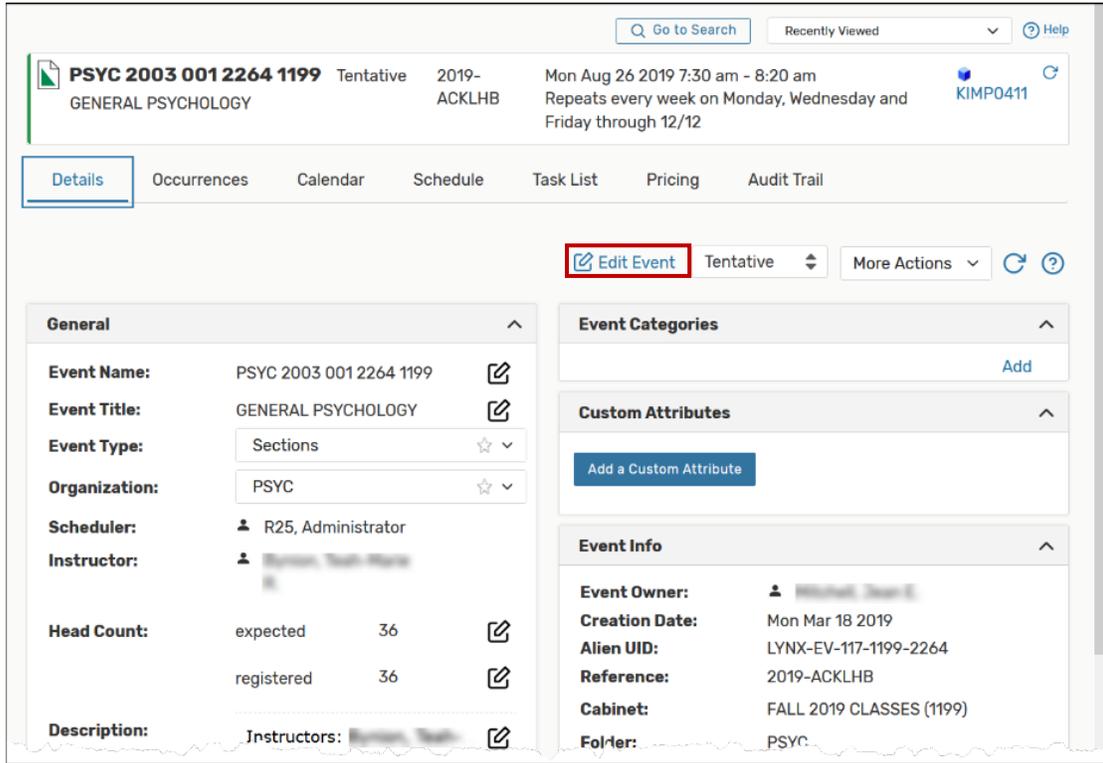
- Click **Save** to save the change. The event reverts back to the event occurrences view. The event now shows that the January 13, occurrence has been cancelled.



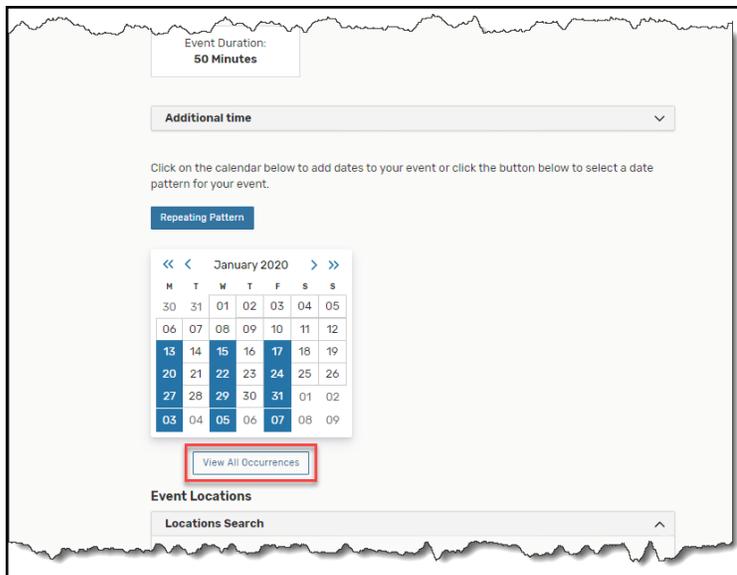
Remove-Cancel a Single Occurrence for Event with Multiple Meetings

If the room has not been assigned, you may cancel a single occurrence following this process.

1. Open the event and click **Edit Event**.



2. Click on the **View All Occurrences** button.

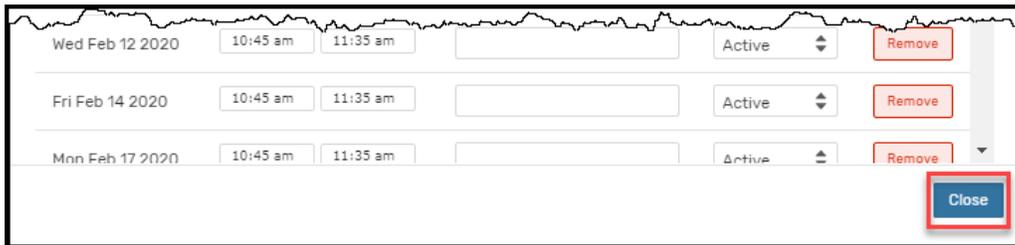


Remove-Cancel a Single Occurrence for Event with Multiple Meetings

3. Select the occurrence to be removed and click the **Remove** link.



4. Click the **Close** button.



5. Click **Save** at the bottom right side of the screen.
6. To verify the occurrence has been removed, select the **Occurrences** link. The cancelled occurrence will show in the expanded view. An occurrence that has been removed will no longer show in the list.

