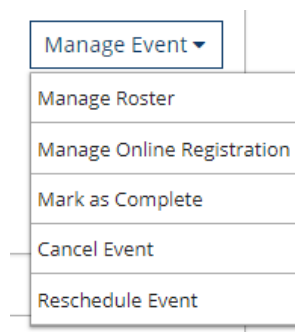
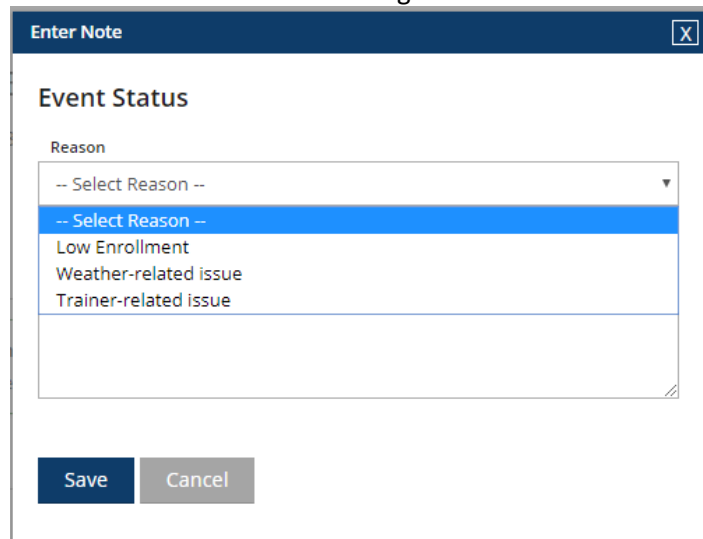


## HOW TO CANCEL AN EVENT

1. Email participants to alert them of the change. They will not receive an automated email, nor will you be able to access their emails after you cancel an event.
2. Locate the event you wish to cancel.
3. Within the Manage Event drop down, select 'Cancel Event'.



4. Select a 'Reason' for rescheduling. Then click 'Save'.



A screenshot of a dialog box titled "Enter Note". The dialog box has a dark blue header with the title "Enter Note" and a close button (X). Below the header, the text "Event Status" is displayed. Underneath, there is a section labeled "Reason" with a dropdown menu. The dropdown menu is open, showing the following options: "-- Select Reason --", "Low Enrollment", "Weather-related issue", and "Trainer-related issue". The "Low Enrollment" option is highlighted in blue. Below the dropdown menu is a text input field. At the bottom of the dialog box, there are two buttons: "Save" (dark blue) and "Cancel" (grey).

5. Your event has now been cancelled.

6. If you need to undo this action, select 'Undo Cancellation' within the Manage Event drop down.

