

# Cancel, Modify, or Add a Scheduled Event

## Cancel or Modify a Scheduled Event

If cancelation or modification to the meeting times and locations are needed, click on the **More** button to cancel all meetings or the **Edit Event** button to make modifications.

**UNITIME** Event Detail ?  
Biery, Mindy B  
Event Manager

**Test (Special Event)** [Edit Event](#) [Previous](#) [Back](#)

Event Type: Special Event

Contacts

Name	Email	Phone
Biery, M B	biery08@purdue.edu	+1 765 49-46127

Additional Emails: bliles@purdue.edu

**Meetings** [More ▾](#)

X ←

- Mon 03/21, 2016
- Wed 03/23, 2016
- Fri 03/25, 2016

Capacity Approved

49	02/12/2016
49	02/12/2016
49	02/12/2016

*Show deleted, cancelled, and rejected meetings.*

**Notes**

Date	User	Action	meetings	Note	Attachment
02/12/2016 11:13AM	M B Biery	Create	MWF 03/21 - 03/25, 2016 9:00p - 10:00p BRNG B222	Will have keys Will have access to the building.	
02/12/2016 11:15AM	M B Biery	Approve	MWF 03/21 - 03/25, 2016 9:00p - 10:00p BRNG B222		

[Edit Event](#) [Previous](#) [Back](#)

The More button and the button to the left show the same menu. These checked item on the menu show what pieces of information are displayed on the event detail screen.