

## Canceling Meetings on the Calendar

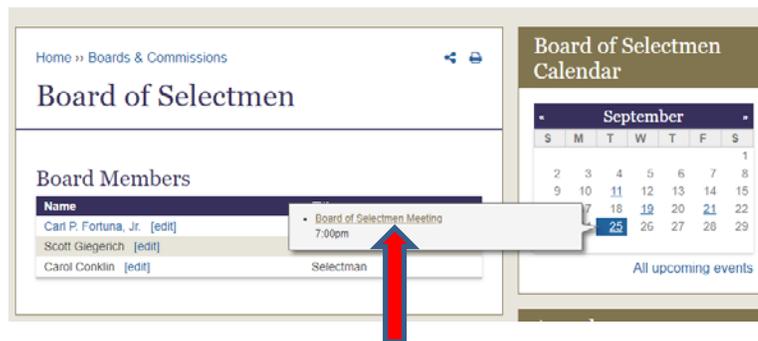
This guide is to assist with canceling either a single meeting in a series of meetings or canceling a one-time event.

### Step 1 - Go to the appropriate Board or Commission !

Typically, this is done by going to the *Boards and Commissions* menu item mega-list and selecting the appropriate board or commission.

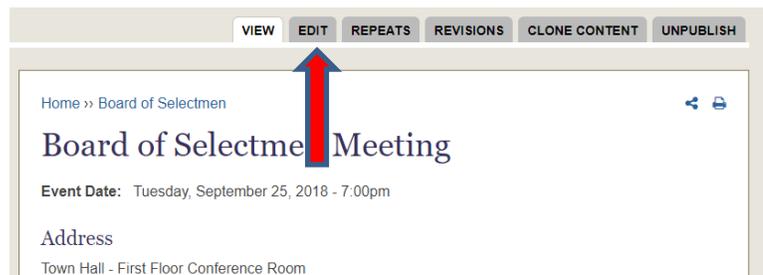
### Step 2 - Open the Meeting

Hover the mouse over the date of the meeting. When the meeting balloon pops up, click on the meeting to open the meeting.



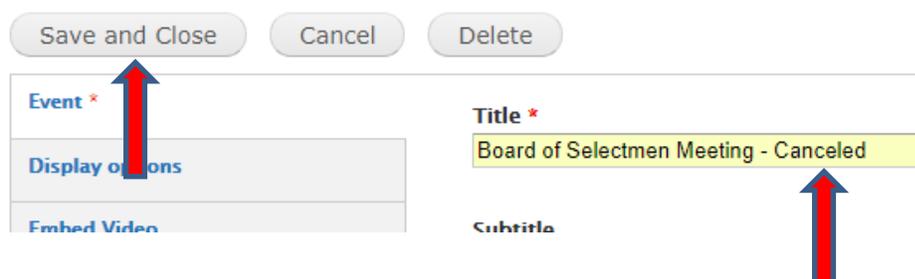
### Step 3 - Open the Meeting for Editing

Select the **EDIT** tab to edit the meeting.



### Step 4 - Update the Title and Save

Add "- Canceled" (or, if you prefer "- Cancelled") to the title, then **Save and Close**



(continued on the following page)

If this is one meeting in a recurring series **Save and Close** will cause the **CONFIRM UPDATE** dialog to appear. This controls how many of the meetings in the series will be updated.

- “update current” will update the single meeting you opened.
- “update all following” will update the opened meeting and all following meetings in the series.
- “update all dates in the series” will update all previous and following meetings.

For canceling a single meeting, choose **update current**  
This will automatically save the meeting.

