

Canceling Meetings on the Calendar

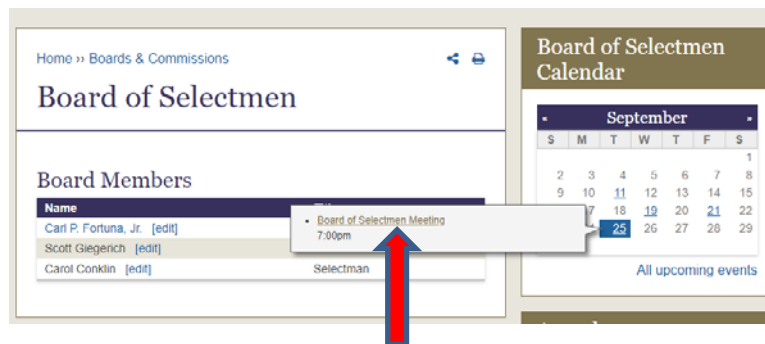
This guide is to assist with canceling either a single meeting in a series of meetings or canceling a one-time event.

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.

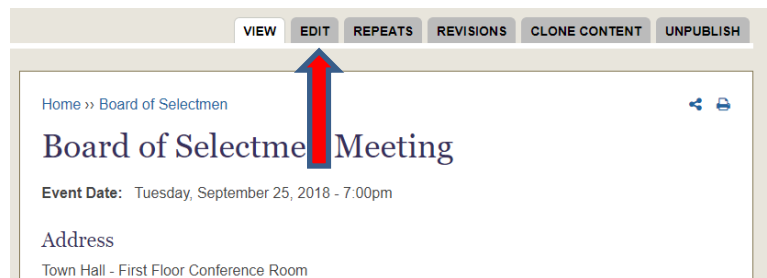
Step 2 - Open the Meeting

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

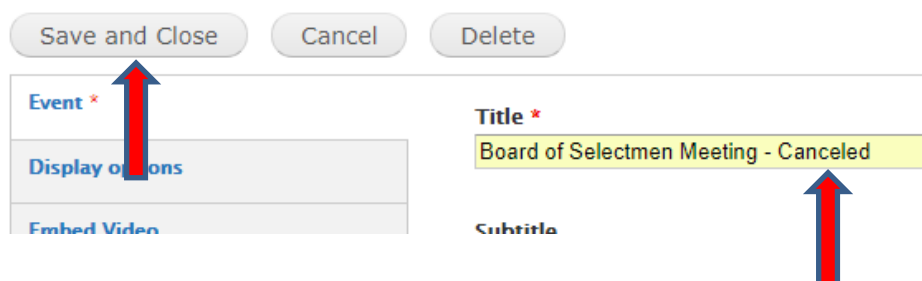
Select the **EDIT** tab to edit the meeting.



Step 4 - Update the Title and Save

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

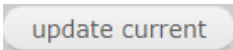
Save and Close





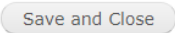
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If this is one meeting in a recurring series  will cause the **CONFIRM UPDATE** dialog to appear. This controls how many of the meetings in the series will be updated.

- “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 
This will automatically save the meeting.

Edit Event Board of Selectmen Meeting



CONFIRM UPDATE
References to one or more entities may be affected by this action.

REFERENCING FIELD	NUMBER OF ENTITIES REFERENCED
Groups audience	1

