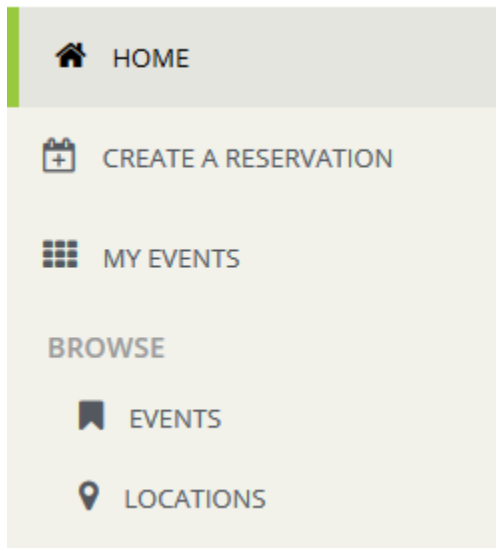


Cancelling Reservation in Web App

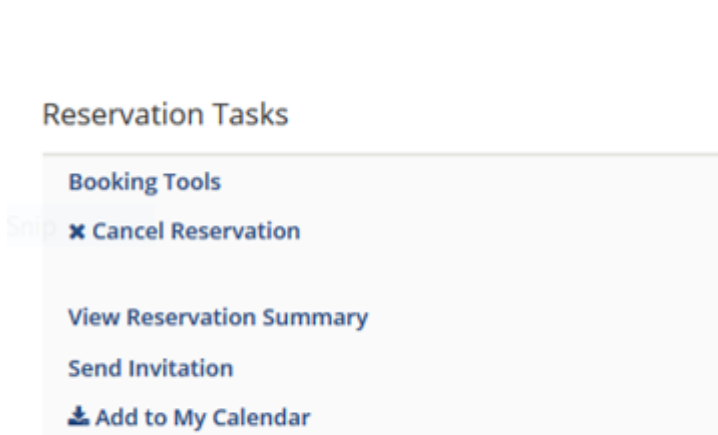
1. Navigate to [CSS](#).
2. Log in with your University of Richmond Net ID and password.
3. On the left hand side click “My Events”.



4. Click on the name of the event you would like to cancel.

TEST	Thu Apr 9, 2020/ Thu Apr 9, 2020 (single booking)
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5. On the right hand side click “Cancel Reservation”.



6. A new window will pop up requesting the reason for the cancellation. After choosing a

reason and leaving a note, click “Yes, Cancel Reservation”. The status of your event will change to “Online Cancelled”.

Cancel Reservation? ✕

Both the reservation and bookings will be cancelled. Are you sure you want to proceed?

Cancel Reason

Client Request ▾

Cancel Notes

Meeting no longer occurring

Yes, Cancel Reservation No, Keep Reservation