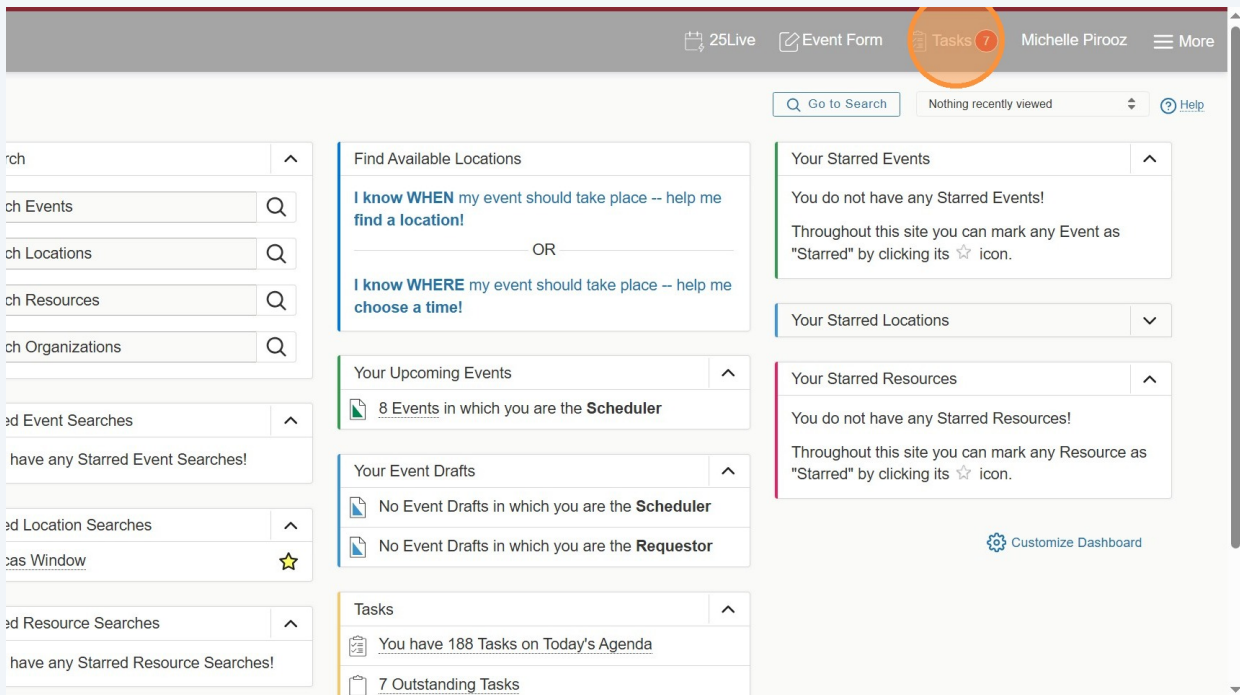


Approve a Cancellation Request in 25Live

When someone wants to cancel their event reservation, the space approver will receive a task.

1

Click "Tasks" on the 25Live top navigation bar.



2

If the Task Item column indicates a "Cancel Request," click on the link in the Task Item column.

Santa Clara UNIVERSITY

25Live Event Form Tasks Michelle Pi

Select Object: Tasks Outstanding

Nothing recently viewed

Outstanding

Reset Export Results Search

List Calendar

Select Columns Create To Do Task Bulk Edit

7 Matching Tasks

Event	Title	Event State	Task Item	Type	Status	Actions	Respond By	First Date	Reference	Assigned By	Assigned To
Requestor training		Tentative	Cancel Request	To Do	In Progress	Complete Ignore	Tue Dec 16 2025	Wed Dec 24 2025	2025-AAAHV	Bronco, Bucky	You
Last day of training		Tentative	Alumni_P	Assign	In Progress	Assign Deny	Tue Dec 16 2025	Wed Dec 24 2025	2025-AAAHZP	Bronco, Bucky	You
Last day of training		Tentative	Amplified Sound Approval	Authorization	Pending	None	Tue Dec 16 2025	Wed Dec 24 2025	2025-AAAHZP	Bronco, Bucky	You
Vintage Santa Clara		Tentative	Mission	Assign	In Progress	Assign Deny	Tue Dec 16 2025	Sat Sep 12 2026	2025-AAAHZW	Cameron, Annie	You
Vintage Santa			Amplified				Tue Dec 16 2025	Fri Sep 11 2025	2025-	Cameron,	

3

In the pop-up window, click "Complete"

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Michelle Pi

List Calendar

7 Matching Tasks

Event Title

Requestor training

Last day of training

Last day of training

Vintage Santa Clara

Vintage Santa

Task Name: Cancel Request

Associated Event: Requestor training

Assigned By: Bronco, Bucky

Comment: changed the date

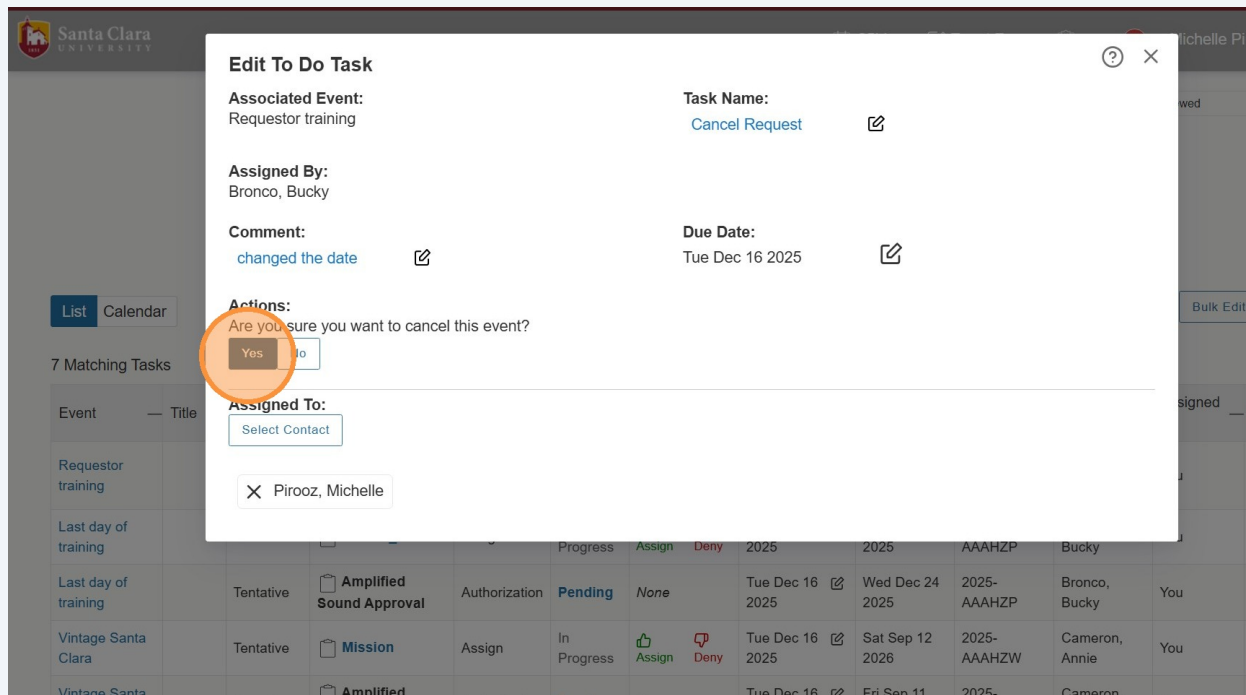
Due Date: Tue Dec 16 2025

Actions: [Complete](#) [Ignore](#)

Assigned To: Select Contact

X Pirooz, Michelle

4 Click "Yes" to confirm your desire to cancel the event.



5 Click the "X" in the upper right-hand corner to exit the pop-up window.

