

# Cancel an Event

As an Organization Admin viewing the My Events page, find the event you wish to cancel and click the three dots.



THU, JAN 20

## UAE-Israel Mission Orientation

by Federation CJA



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GENERAL

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FREE

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PRIVATE URL



PRIVATE U

You will then be asked to confirm your Cancellation.

## Cancel Event



Are you sure you want to cancel this event?

- No one else will be able to register.
- Existing registrants will NOT automatically be notified.  
You may want to notify them separately.
- Existing tickets will NOT automatically be refunded.  
You may want to issue refunds separately.

DISMISS

CANCEL EVENT

If you would like to keep the event open, but simply **Close Registration**, you can simply Hide all of the existing Ticket Types on Edit Event / Ticket step. This will make it so that no new people can register.