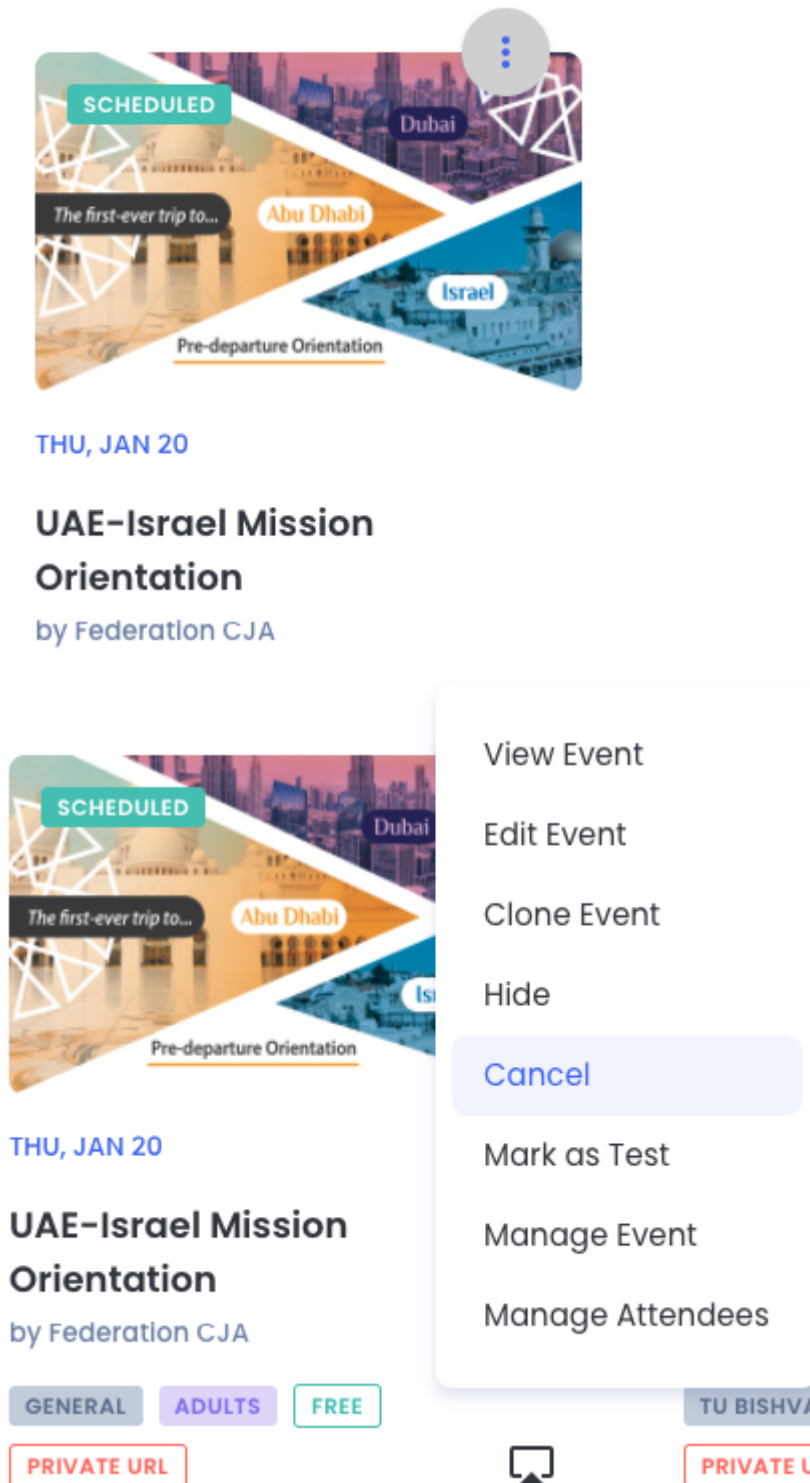


Cancel an Event

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



The screenshot shows an event card for 'UAE-Israel Mission Orientation' by Federation CJA, scheduled for Thursday, January 20. The event card features a banner with 'SCHEDULED' and 'The first-ever trip to...' followed by 'Abu Dhabi', 'Dubai', and 'Israel'. Below the banner is the text 'Pre-departure Orientation'. A dropdown menu is open, showing options: 'View Event', 'Edit Event', 'Clone Event', 'Hide', 'Cancel' (highlighted), 'Mark as Test', 'Manage Event', and 'Manage Attendees'. At the bottom of the card, there are tags for 'GENERAL', 'ADULTS', 'FREE', and 'TU BISHVA', along with a 'PRIVATE URL' button and a monitor icon.

SCHEDULED

The first-ever trip to... **Abu Dhabi** **Dubai** **Israel**

UAE-Israel Mission Orientation

by Federation CJA

THU, JAN 20

UAE-Israel Mission Orientation

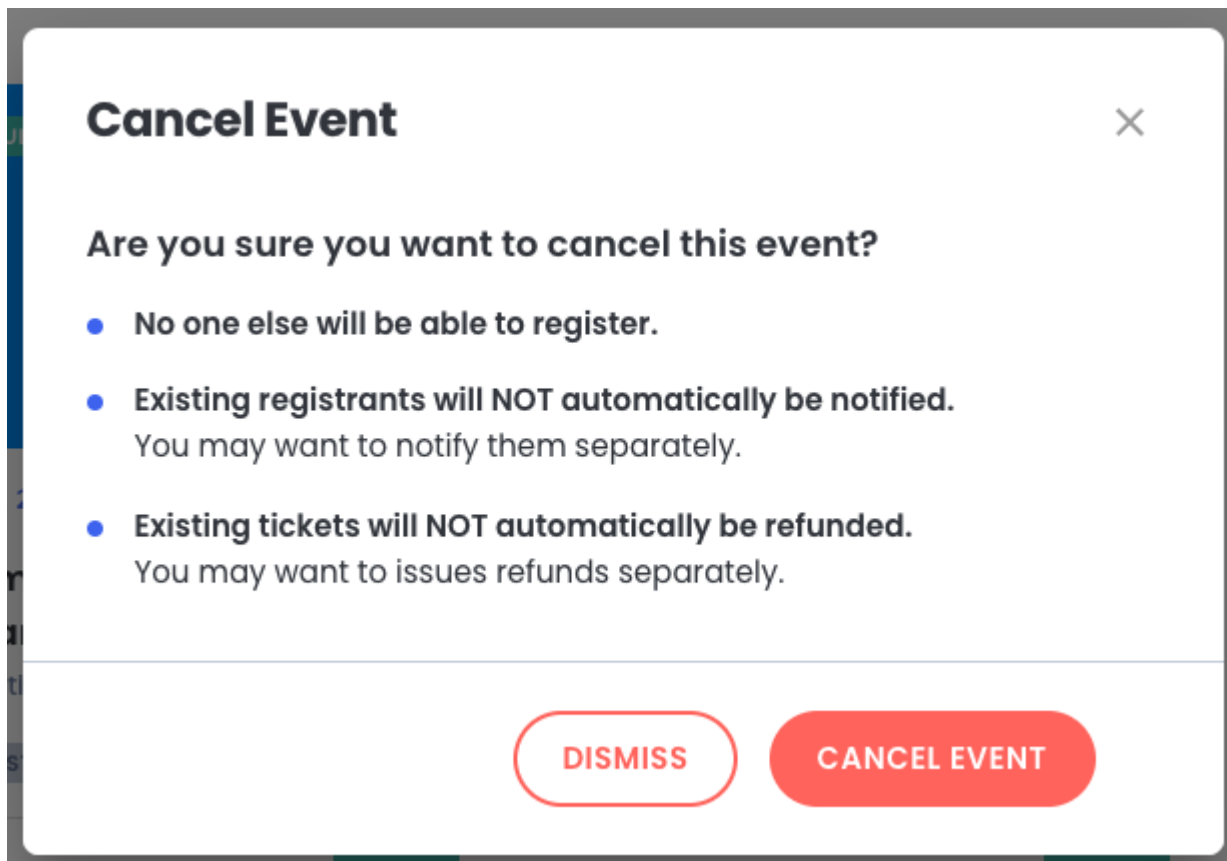
by Federation CJA

GENERAL **ADULTS** **FREE** **TU BISHVA**

PRIVATE URL **PRIVATE U**

- View Event
- Edit Event
- Clone Event
- Hide
- Cancel**
- Mark as Test
- Manage Event
- Manage Attendees

You will then be asked to confirm your Cancellation.



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.