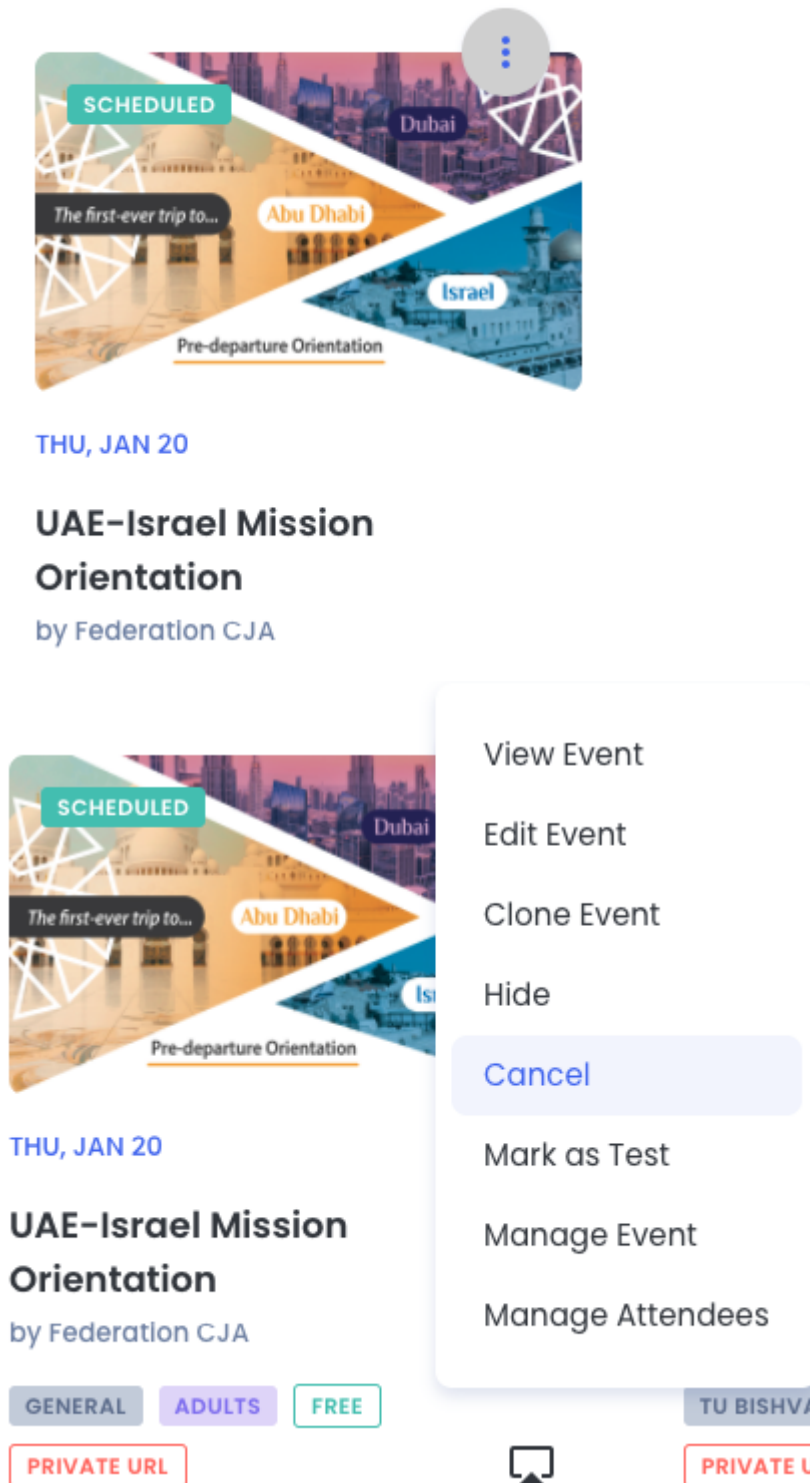


Cancel an Event

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 is marked as 'SCHEDULED' and features a collage of images related to the UAE and Israel, including Dubai, Abu Dhabi, and Israel. A three-dot menu icon is visible in the top right corner of the event card. The menu is open, displaying the following options: View Event, Edit Event, Clone Event, Hide, Cancel (highlighted in blue), Mark as Test, Manage Event, and Manage Attendees. Below the event card, there are tags for 'GENERAL', 'ADULTS', 'FREE', and 'TU BISHVA'. At the bottom, there are buttons for 'PRIVATE URL' and 'PRIVATE U'.

SCHEDULED

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

Dubai

Israel

Pre-departure Orientation

THU, JAN 20

UAE-Israel Mission Orientation

by Federation CJA

View Event

Edit Event

Clone Event

Hide

Cancel

Mark as Test

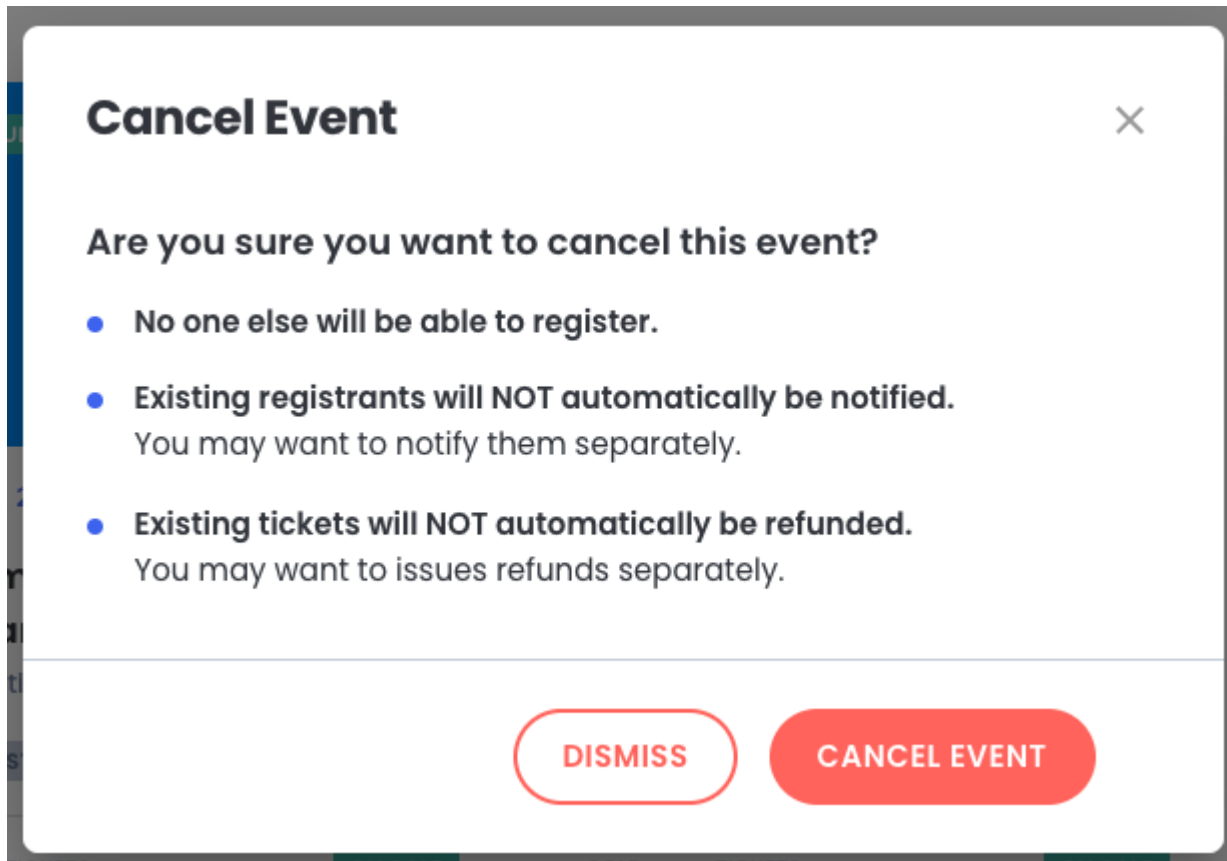
Manage Event

Manage Attendees

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

PRIVATE URL **PRIVATE U**

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.