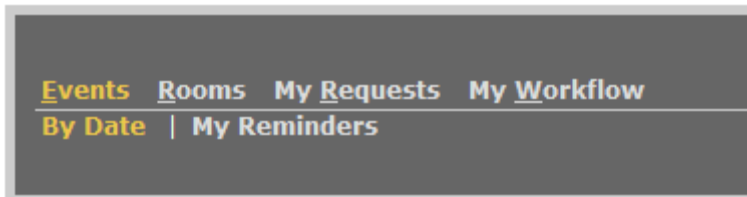


How to Change/Cancel Your Event Online

Campus Environment

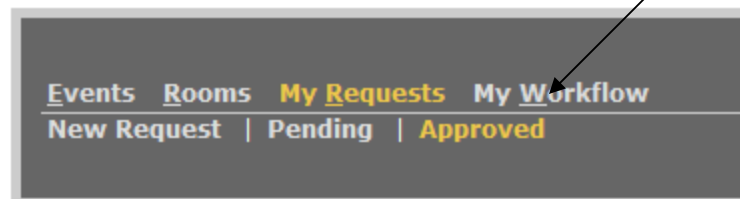
Visit the College Master Schedule (www.colum.edu/space) and log-in to My Requests:



If your request has **not** been confirmed, click on *Pending*:

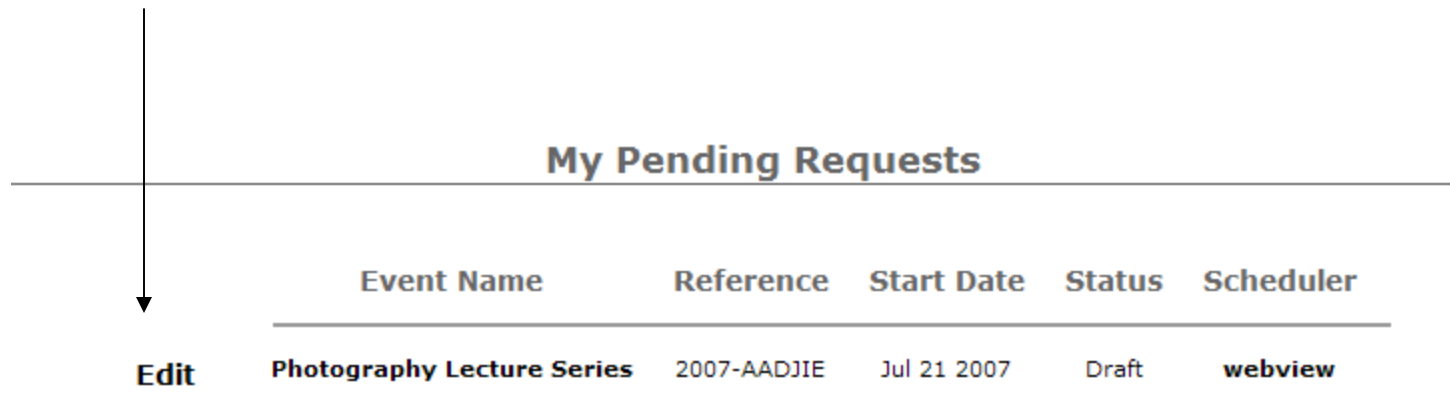


If your request **has** been confirmed, click on *Approved*:



Pending events (not yet scheduled or confirmed)

Click on the word “Edit” and change any details you wish.
Submit changes.



My Pending Requests

| | Event Name | Reference | Start Date | Status | Scheduler |
|-------------|-----------------------------------|-------------|-------------|--------|----------------|
| Edit | Photography Lecture Series | 2007-AADJIE | Jul 21 2007 | Draft | webview |

Approved events (scheduled or confirmed):

Click on the scheduler's name. This will generate an email message (with the event reference # in the subject area). Send changes to the scheduler.

My Approved Requests (Future Only)

View: **Only Requests with Reservations in the Future** or **All Requests**

| Event Name | Start Date | Location | Status | Scheduler |
|------------------------|-------------|---|-----------|--------------------|
| Oasis/R25 Team Meeting | Jul 25 2007 | ACC,811B Alexandroff Center Conference Room 811B | Confirmed | Bouchard, Peter F. |

Campus Environment

Tips and guidelines

- Only cancel an event that has been cancelled
- Do not create another event if you need to change the date, time or room. Submit changes to the approver.