

Removing Space from an Existing Event or Sub-Event

Updated: April 22, 2015

If you have already created an event and find that you need to remove spaces from it, you are able to do so using the *Spaces Used* tab.

1. Go to the event details page for your event.

*Note: If you're removing space from a sub-event, go to the details page for the sub-event and follow the directions below. If the space is no longer needed for any part of the event, you will then need to **also** remove the space from the parent Event.*

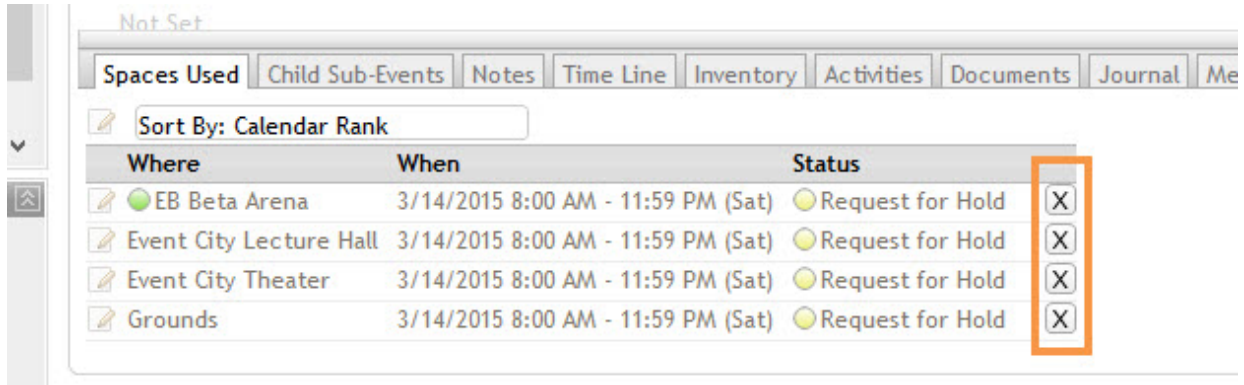
2. Most items have the edit ("paper and pencil") icon next to them, but *Where* may not. If it doesn't, go to the *Spaces Used* tab.

Note: Your tab may be called Spaces Booked, and your tabs may be in a different order than the screenshots below.

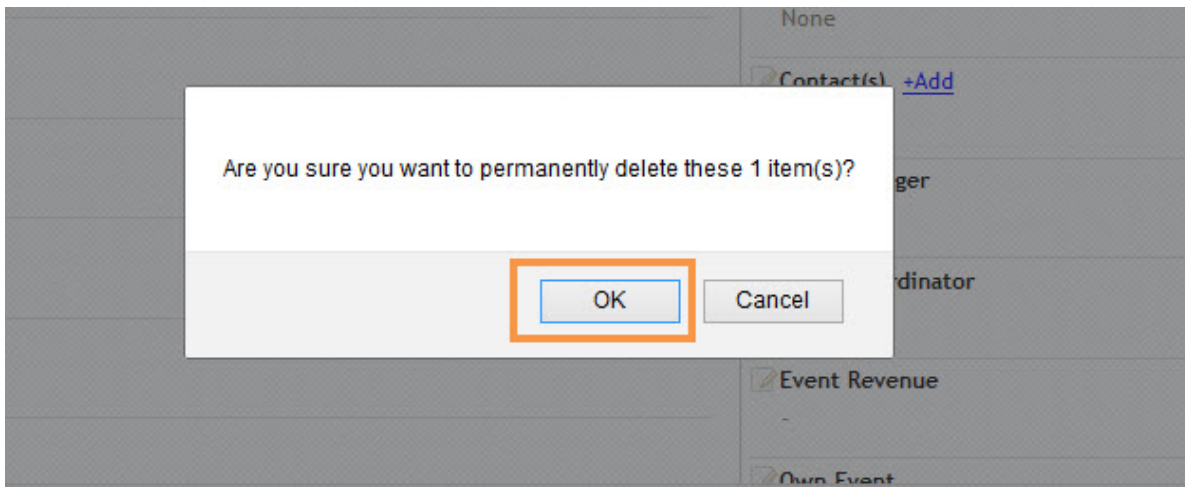
The screenshot shows the details for an event titled "White Day : Event (id=803767)". The "Where" field is highlighted with an orange box and contains "EB Beta Arena, Event City Lecture Hall, Event City Theater (1 more)". An orange arrow points from this box to the "Spaces Used" tab, which is also highlighted with an orange box. Below the tabs, there is a table with columns "Where", "When", and "Status".

Where	When	Status
EB Beta Arena	3/14/2015 8:00 AM - 11:59 PM (Sat)	Request for Hold
Event City Lecture Hall	3/14/2015 8:00 AM - 11:59 PM (Sat)	Request for Hold
Event City Theater	3/14/2015 8:00 AM - 11:59 PM (Sat)	Request for Hold
Grounds	3/14/2015 8:00 AM - 11:59 PM (Sat)	Request for Hold

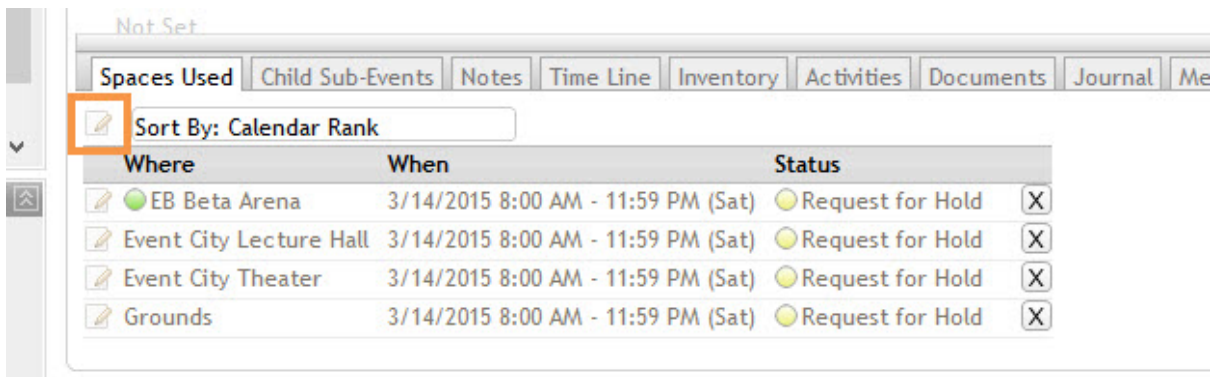
3. To remove a single space, click the X to the right of it.



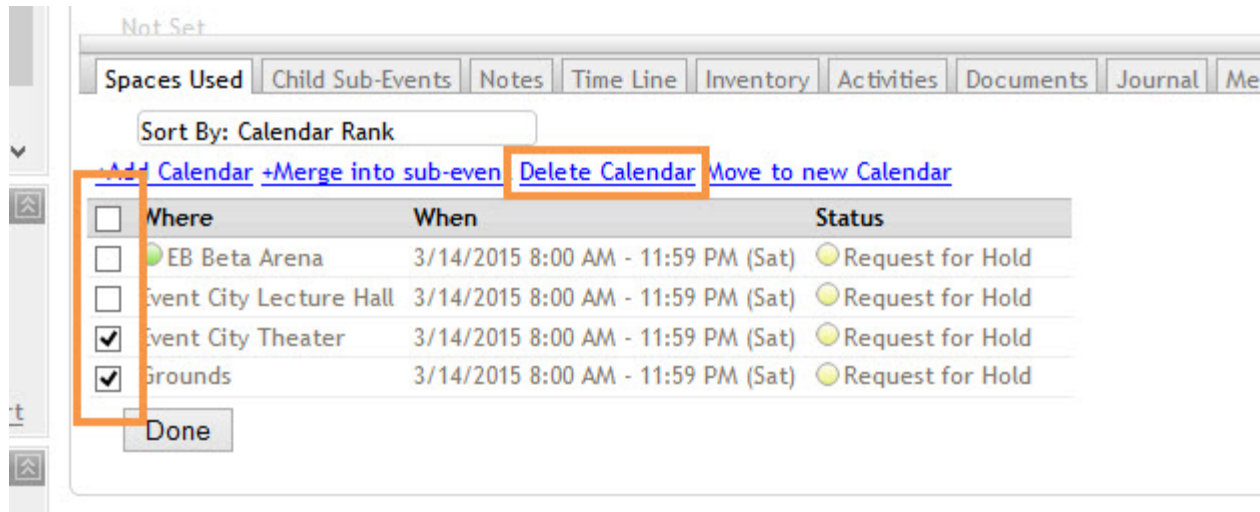
4. Click OK to confirm the deletion.



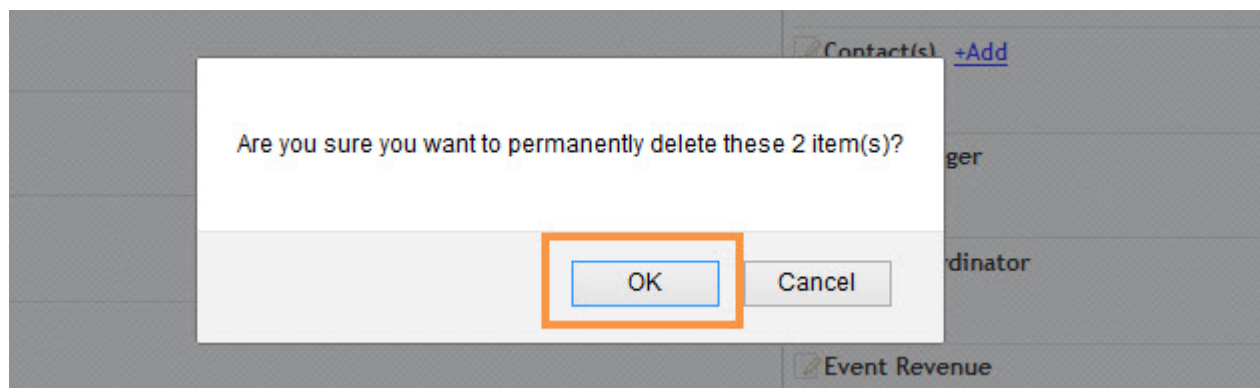
5. To remove multiple spaces, click the edit icon next to Sort By.



6. Select the spaces you wish to remove, and click *Delete Calendar*.



7. Click *OK* to confirm the deletion.



8. The spaces have been removed from your event.

White Day : Event (id=803767)

Event Name
White Day

Where
● EB Beta Arena, Event City Lecture Hall

When [Move](#) [View Calendar](#)
3/14/2015 8:00 AM - 11:59 PM (Sat)

Status
● Request for Hold

Event Type
Not Set

Fac Name
Not Set

Decision Date
Not Set

Spaces Used | [Child Sub-Events](#) | [Notes](#) | [Time Line](#) | [Inventory](#) | [Activities](#) | [Documents](#) | [Journal](#) |

Sort By: Calendar Rank

Where	When	Status	
● EB Beta Arena	3/14/2015 8:00 AM - 11:59 PM (Sat)	● Request for Hold	X
● Event City Lecture Hall	3/14/2015 8:00 AM - 11:59 PM (Sat)	● Request for Hold	X