
How To Record a Cancellation in an Existing Event

Ver. 1.1

3/5/2019

Attendees sometimes cancel their reservations or attendance to an event. This is the process to use in order to record that cancellation.

1. Log in to Advance.
2. Use the **Lookup** tool  to find your **Event**. (See [How to - Lookup an Event.](#))

Lookups Actions

1. Choose a template (optional)

2. Select results format*

3. Select output type*

4. Select additional criteria from page tree (optional)

5. Enter criteria below and click Search

Event Help 

Event Name

Event ID  [Wichita Chapter Watch Party \(vs. South Carolina\)](#)

Active

Type

Status

Start 

Stop 

3. Open your **Event**.

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4. Click on **Registration Update** in the **Nav Tree**.

Event Actions Print

Wichita Chapter Watch Party (vs. South Carolina) #2484

Type	Chapter Event	Venue	Wichita, KS
Status	Completed	Start Date	10/07/2017 7:00 PM
Stage	Post-Event Review	Stop Date	10/07/2017 9:00 PM
Purpose	Alumni Relations		
URL			

Invitations Overview Actions Help

Invitation Count	0	Invitee Count	0
Invitation Declined Count	0	Invitee Declined Count	0
Invitation No Response Count	0	Invitee No Response Count	0

RSVP/Registration Overview Actions Help

RSVPs/Registrations	11	Planned Participants	11
RSVPs/Registrations Cancelled	0	Cancelled Participants	0

Registration Fees & Gifts Overview Actions Help

Fees	0.00	Due	0.00
Paid	0.00	Gifts	0.00

Planned Participation Overview Actions Help

Participants Attended	11	Participants No Show	0
Participants Walked Up	0		
Total in Attendance		11	

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NOTE: In This Example Entity Names Have Been Removed For Their Privacy.

- Click the check boxes of the Entities who needed to cancel.

Mass Update Registration Status [Actions](#) [Print](#)

Wichita Chapter Watch Party (vs. South Carolina) #2484

Type Chapter Event **Venue** Wichita, KS
Status Completed **Start Date** 10/07/2017
Stage Post-Event Review **Stop Date** 10/07/2017
Purpose Alumni Relations
URL

New Registration Status* Clear Participation & Fees

Registration Status Filter

Registrants (11) [Update](#) [Actions](#) [Help](#)

<input type="checkbox"/>	Reg ID	Name	Registration Status
<input type="checkbox"/>	79942	Removed For Privacy	RSVPed/Registered
<input type="checkbox"/>	79943	Removed For Privacy	RSVPed/Registered
<input type="checkbox"/>	79944	Removed For Privacy	RSVPed/Registered
<input type="checkbox"/>	79945	Removed For Privacy	RSVPed/Registered
<input type="checkbox"/>	79946	Removed For Privacy	RSVPed/Registered
<input type="checkbox"/>	79947	Removed For Privacy	RSVPed/Registered
<input type="checkbox"/>	79948	Removed For Privacy	RSVPed/Registered
<input type="checkbox"/>	79949	Removed For Privacy	RSVPed/Registered
<input type="checkbox"/>	79950	Removed For Privacy	RSVPed/Registered
<input type="checkbox"/>	79951	Removed For Privacy	RSVPed/Registered
<input type="checkbox"/>	79952	Removed For Privacy	RSVPed/Registered

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6. Change the **New Registration Status*** to **Cancelled (C)**.

Mass Update Registration Status Actions Print

Wichita Chapter Watch Party (vs. South Carolina) #2484

Type	Chapter Event	Venue	Wichita, KS
Status	Completed	Start Date	10/07/2017
Stage	Post-Event Review	Stop Date	10/07/2017
Purpose	Alumni Relations		
URL			

New Registration Status*
 Clear Participation & Fees

Registration Status Filter
(none)
Cancelled (C)
RSVPed/Registered (G)

Registrants (11) Actions Help

<input type="checkbox"/>	Reg ID	Registration Status
<input checked="" type="checkbox"/>	79942	RSVPed/Registered
<input type="checkbox"/>	79943	RSVPed/Registered
<input checked="" type="checkbox"/>	79944	RSVPed/Registered
<input type="checkbox"/>	79945	RSVPed/Registered
<input type="checkbox"/>	79946	RSVPed/Registered
<input type="checkbox"/>	79947	RSVPed/Registered
<input type="checkbox"/>	79948	RSVPed/Registered
<input type="checkbox"/>	79949	RSVPed/Registered
<input type="checkbox"/>	79950	RSVPed/Registered
<input type="checkbox"/>	79951	RSVPed/Registered
<input type="checkbox"/>	79952	RSVPed/Registered

Removed For Privacy

7. Click **Update**.
8. Click OK on Mass Update Status.

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Mass Status Update - Are you sure you want to update 2 registration(s)?

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9. The Cancellations will now show up on the [Overview](#) and the [Registrations \(Cancelled\)](#) screens of the [Nav Tree](#).