



Cancel an Event Online

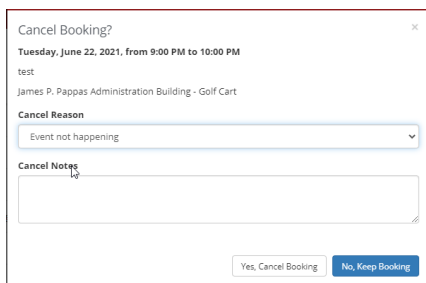
You can cancel some or all of your dates reserved through OU Reserve (Note: If it is less than 36 hours from your reservation, please email conferenceservices@ou.edu to cancel). Please follow the instructions below:

Cancel individual dates from the reservation

1. Login to OU Reserve with your username and password
2. Click on “MY EVENTS” on the left pane
3. Click on the name of the reservation that you would like to cancel individual dates
4. Click on the “minus” sign beside the date that you would like to cancel

Date ^	Start Time	End Time	Time Zone	Location
  Tue Jun 22, 2021	9:00 PM	10:00 PM	CT	James P. Pappas Administration Building - Golf Cart

5. In the pop-up, select the “Cancel Reason” and click “Yes, Cancel Booking”

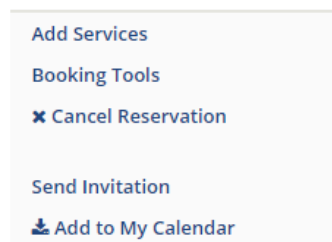


6. Repeat for any other dates that you would like to cancel

Cancel the entire Reservation (all dates)

1. Login to OU Reserve with your username and password
2. Click on “MY EVENTS” on the left pane
3. Click on the name of the reservation that you would like to cancel
4. Under Reservation Tasks in the upper right-hand, click on “Cancel Reservation”

Reservation Tasks



5. In the pop-up, select the “Cancel Reason” and click “Yes, Cancel Reservation”

