Changing/Canceling a Reservation
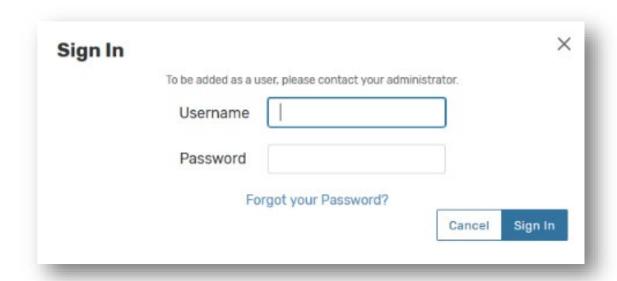
To cancel a reservation, do the following:
Go to 25live.collegenet.com/pro/wvc, or choose "Schedule an Event/Room" under Faculty and Staff Quicklinks on our Public website.

You will see this header at the top of the page. You are not logged in until you click "Sign In".
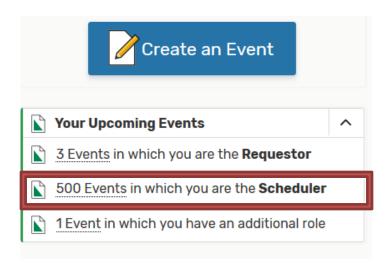

Sign in with your email address without the @wvc.edu, and use your normal network credentials. This system is synced with our network credentials.
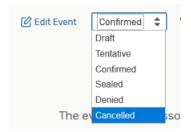

Click on the link for 25Live Pro. Find **Upcoming Events** (middle of the page). Click on the events where you are the scheduler.

Click on the title of the event that you need to edit/cancel.

Name ⌄	Title	Reference	Organizations	Type	Categories
ABE 016-B903	Foundational ELA	2019-AAAMLW	ABE	Section	

Under **Event State**, choose **Cancelled**.

A pop-up will appear letting you know that you will lose the room by cancelling and click **OK**.

Once the event has been cancelled, you should see the event state as **Cancelled**.

To edit, you can click on the "**Edit Event**" and it will take you back to the Event Wizard. Go through and make the changes needed and click **Save**.