



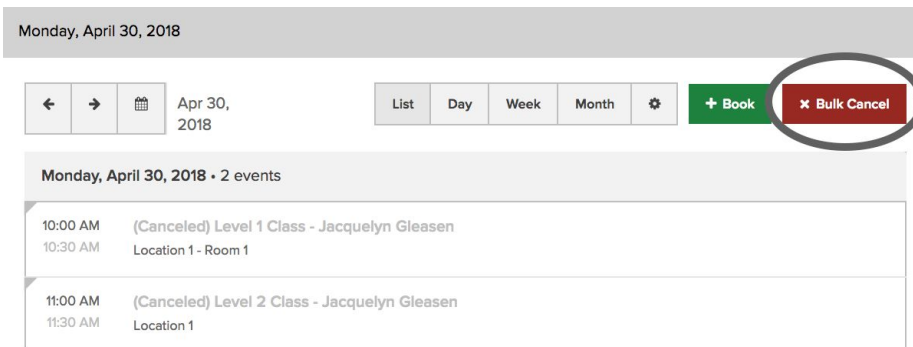
Pike13

Bulk Cancelling Events

What's New?

Introducing a quick way to cancel multiple events. Powerful enough to cancel an entire day for a closure and flexible enough for when an instructor calls in sick. **Please note that cancelled events cannot be restored.**

The easy to use tool allows you to apply filters, providing you with flexibility over what you are cancelling. You can cancel your whole schedule or just part of it.



Monday, April 30, 2018

← → 📅 Apr 30, 2018

List Day Week Month ⚙️ + Book **× Bulk Cancel**

Monday, April 30, 2018 • 2 events

10:00 AM 10:30 AM	(Canceled) Level 1 Class - Jacquelyn Gleasen Location 1 - Room 1
11:00 AM 11:30 AM	(Canceled) Level 2 Class - Jacquelyn Gleasen Location 1




Bulk Cancellation ✕

Starts on

Start time

End time

Filters

 Jacquelyn Gleasen	<input checked="" type="checkbox"/>
 Manager Staff Member	<input checked="" type="checkbox"/>
 Staff Member	<input checked="" type="checkbox"/>

Select your date and time, then apply filters to control what you want to cancel. You can cancel the entire schedule or just part of it. Select any combination of the following:

- Date
- Time
- Instructors
- Rooms
- Locations
- Services

Bulk Cancellation ✕

Please confirm bulk cancellation

Cancelling 2 events on Mar 29th 2018 from 12:00 AM to 11:00 PM.

Remove this event from the calendar?

No

Yes

Notify affected clients

No

Yes

* Customize the email sent to affected clients

Describe for clients how and why the schedule has changed. For example:
"Rescheduled the 6 AM Thursday class" or "Canceled because of weather."

We will be closed on March 29th.

After selecting what you want to cancel, you can control how the cancelled events are displayed on the schedule and decide to notify affected clients.

When bulk cancelling events, decide if you want to:

- Remove the cancelled events from the calendar
- Notify affected clients with a message

Start Bulk Cancellation

Bulk Cancellation in Progress



Do not close this browser window until bulk cancellation is complete.



0 of 2 events cancelled

✕ Stop

Once you have configured the cancellation, sit back and watch.

We will show you a progress bar of the bulk cancellation completing. Depending on how many events you're cancelling, this could be a few seconds or a couple of minutes.

Cancelled events cannot be restored.