

# Cancel or Delete an Activity

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There are two options for removing an activity from the Activity Monitor:

- **Delete** completely removes the activity from the Activity Monitor. You cannot delete an activity if students have already registered. Registered students can be removed from an activity; however, this should only be done after refunds are processed.
- **Cancel** assigns the *Cancelled* status and automatically moves the activity to the **Previous** view on the Activity Monitor. After canceling an activity, you can see who canceled the activity, the date on which it was canceled, and the cancellation reason by clicking the **Edit** button. Cancelled activities can be deleted if the activity has no registered students.
  - ▶ [Click here to expand...](#)

### Activity Monitor

Previous **Current** Upcoming

Activity Name: Drivers      Type: Select Activity Type(s)

**Drivers Ed (Fall)**      Type: Activity

Registration: 08/01/2020 -

Activity Duration: 09/07/2020 - 10/30/2020

CANCELLED

### Activity Builder - Drivers Ed (Fall)

1 Create Activity
2 Build Roster
3 Form Selection
4 Link to Portal
5 Finish

Use this tool to create an Activity Packet. Define below the details of the Activity then progress to additional components of the registration process.

<b>Name</b> Drivers Ed (Fall)	<b>Type</b> Activity	<b>Status</b> Cancelled
<b>School(s)</b> Willmar Senior High	<b>Activity Owner (Primary)</b> Johnson, Sara	<b>Activity Owners (Secondary)</b>
<b>Registration Open Date</b> 8/1/2020	<b>Registration Close Date</b>	<p style="color: red; font-weight: bold; border: 1px solid red; border-radius: 5px; display: inline-block;">CANCELLED</p> Activity cancelled by account, admin on 08/13/2020  <b>Cancellation Reason</b> Wrong Dates
<b>Activity Start Date</b> 9/7/2020	<b>Activity End Date</b> 10/30/2020	

You cannot remove an activity if it is in a *Complete, Active, or Preapproval Pending - Proposal*

status.

To Delete or Cancel an Activity, you must have Delete tool rights for the Activity Monitor and Calendar rights for the school associated with the activity.

1. Click the **Remove** button.

The screenshot shows the 'Activity Monitor' interface. At the top, there are tabs for 'Timeframe' (Previous, Current, Upcoming, Proposed) and 'Status' (All). Below these are filter fields for 'Activity Name' (containing 'arb'), 'Type' (Select Activity Type(s)), and 'Status' (All). The main content area displays details for an activity: 'Arboretum, Grade 4', 'Type: Field Trip', '98 Total Students', '0 Payment Complete', and '0 Form Complete'. A 'REGISTRATION OPEN' badge is visible. At the bottom right, there are buttons for 'Roster', 'Edit', 'Remove' (highlighted with a red box and a mouse cursor), and 'Copy'.

**Result**

The Removal Details panel displays.

2. Select **Delete** or **Cancel**.

The screenshot shows a 'Removal Details' panel overlaid on the activity monitor. The panel has a 'Remove Type' section with two radio buttons: 'Delete' and 'Cancel'. The 'Cancel' option is selected. Below this is a 'Cancellation Reason \*' text area. At the bottom of the panel are two buttons: 'Remove' and 'Keep'. A red box highlights the 'Remove' button in the background interface, with a red arrow pointing to the 'Remove' button in the panel.

3. Enter a **Cancellation Reason**. This field is required for Cancelled activities.
4. Click **Remove**.

**Result**

A Confirmation message displays.