

Cancel or Delete an Activity

Last Modified on 12/14/2025 8:45 pm CST

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)

Filters: Drivers

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.

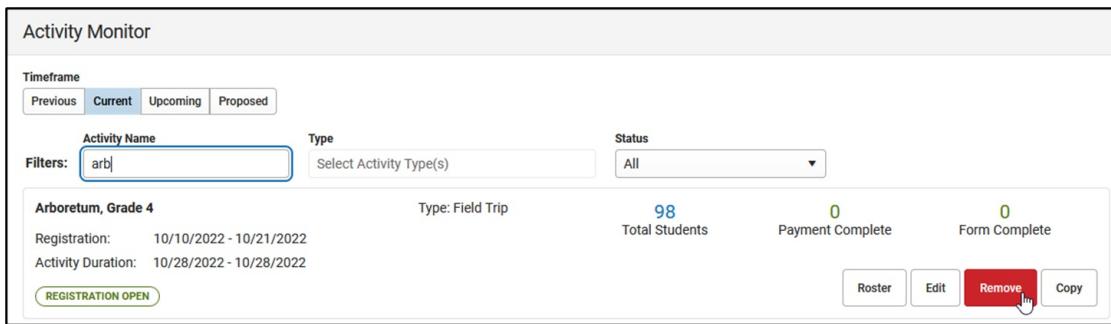
Name: Drivers Ed (Fall)	Type: Activity	Status: Cancelled
School(s): Willmar Senior High	Activity Owner (Primary): Johnson, Sara	Activity Owners (Secondary):
Registration Open Date: 8/1/2020	Registration Close Date:	CANCELLED Activity cancelled by account, admin on 08/13/2020
Activity Start Date: 9/7/2020	Activity End Date: 10/30/2020	Cancellation Reason: Wrong Dates

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.

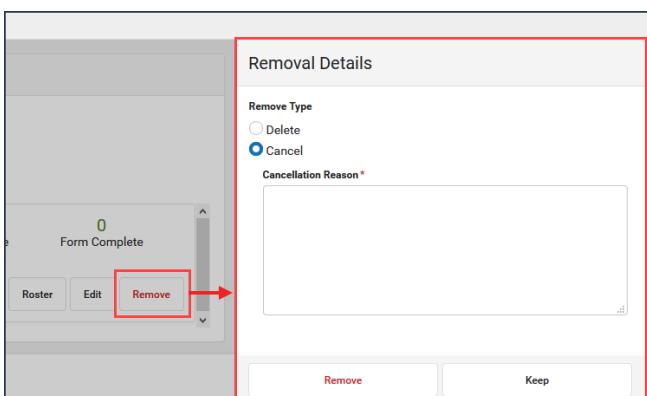


The screenshot shows the 'Activity Monitor' interface. At the top, there are 'Timeframe' buttons for 'Previous', 'Current' (which is selected), 'Upcoming', and 'Proposed'. Below that are 'Activity Name' and 'Type' filters, and a 'Status' dropdown set to 'All'. The search bar contains 'arb'. The main area displays an activity for 'Arboretum, Grade 4' with a 'Type: Field Trip'. It shows '98 Total Students', '0 Payment Complete', and '0 Form Complete'. A 'REGISTRATION OPEN' button is visible. At the bottom right are buttons for 'Roster', 'Edit', 'Remove' (which is highlighted with a red box), and 'Copy'.

Result

The Removal Details panel displays.

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



The screenshot shows the 'Removal Details' panel. It has a 'Remove Type' section with 'Delete' and 'Cancel' radio buttons, where 'Cancel' is selected. Below is a 'Cancellation Reason*' text area. At the bottom are 'Remove' and 'Keep' buttons. On the left, there is a preview of the activity status with a 'Remove' button highlighted with a red box and a red arrow pointing to it.

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

4. Click **Remove**.

Result

A Confirmation message displays.