

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

Type

Filters:

Drivers

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
2
3
4
5

Create Activity
Build Roster
Form Selection
Link to Portal
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	Type	Status
Drivers Ed (Fall)	Activity	Cancelled
School(s)	Activity Owner (Primary)	Activity Owners (Secondary)
Willmar Senior High	Johnson, Sara	
Registration Open Date	Registration Close Date	
8/1/2020		
Activity Start Date	Activity End Date	
9/7/2020	10/30/2020	

CANCELLED

Activity cancelled by account, admin on 08/13/2020

Cancellation Reason

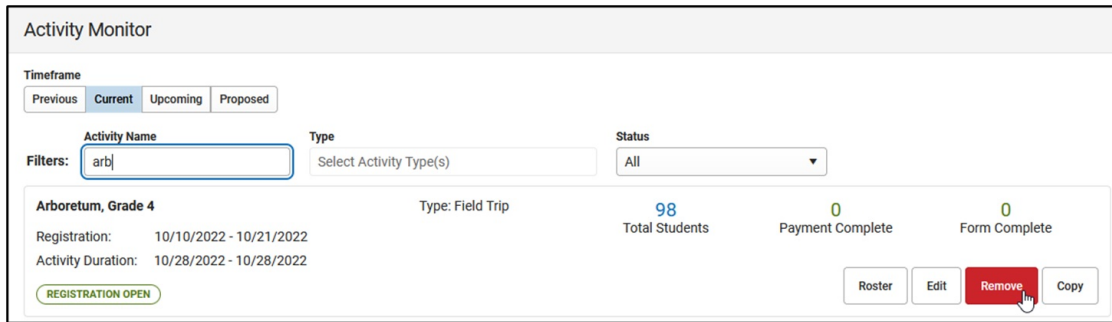
Wrong Dates

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.

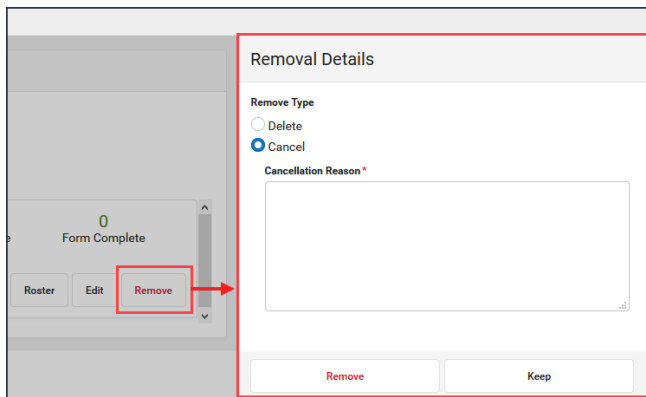


The screenshot shows the 'Activity Monitor' interface. At the top, there's a 'Timeframe' section with buttons for 'Previous', 'Current', 'Upcoming', and 'Proposed'. Below this is a 'Filters' section with input fields for 'Activity Name' (containing 'arb'), 'Type' (with a dropdown 'Select Activity Type(s)'), and 'Status' (with a dropdown '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'. It also shows registration dates '10/10/2022 - 10/21/2022' and activity duration '10/28/2022 - 10/28/2022'. A green button labeled 'REGISTRATION OPEN' is on the left. On the 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. It has a 'Remove Type' section with two radio buttons: 'Delete' and 'Cancel' (which is selected). Below this is a 'Cancellation Reason *' field, which is a large text area. At the bottom of the panel, there are two buttons: 'Remove' (in red) and 'Keep'. A red arrow points from the 'Remove' button in the main interface (from the previous screenshot) to this '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.