1. Search for your Scheduled Offering:

1. Select the Admin tab
2. Click Learning
3. Click Scheduled Offerings
4. Search for your Scheduled Offering with a keyword or exact title or ID
5. Select your Scheduled Offering.
2. Click on Scheduled Offerings and the Date that you want to cancel

3. Select Cancel the Scheduled offering:
How to Cancel a Scheduled Offering

4. Click Next after confirming the ID and Cancellation Date

5. Click Next again
6. Select who you’d like to notify and click Next

![Image of Step 3: Post Cancellation Action Settings]

- Add enrolled, waitlisted and pending Users to the request list for this item
- Send Notification to User
- Send Notification to Supervisor
- Send Notification to Instructor
- Send Notification to Contacts
- Inactivate the Scheduled Offering

7. Confirm your settings and click Finish

![Image of Step 4: Confirm]

- Scheduled Offering ID: 3078968
- Scheduled Offering Total: 0.0 US Dollar (USD)