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:
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

7. Confirm your settings and click Finish