Change, postpone, cancel, hide or finish an event

Status: Current product help

These actions have different effects. An organizer needs management access to the exact event; being on an event board or having a role in another chapter does not authorize changes.

Change the date, venue or event page

Use the event's editor or authorized setup workspace, review the date/time/timezone and location, save, and verify the public and confirmed-attendee views. Editing a page does not rewrite an already sent email. Check the calendar delivery mode, then use an authorized participant update when attendees need a correction. Saved details, queued messages, delivered mail and calendar updates are separate results.

For a postponement, agree on the replacement details and attendee communication before changing them. Do not assume that moving the date automatically transfers people to a different event or refunds a purchase.

Cancel the event and stop old registration links

Where the event's authorized invitation/setup workspace provides **Cancel event**, open its setup details/basics and review the confirmation. This cancellation closes registration, disables the event and hides its public page while preserving existing RSVPs. **It does not notify attendees automatically.** Plan the appropriate cancellation communication separately and verify its delivery state.

The control is part of the event setup workspace, not a universal button on every public page. If it is unavailable for your event or account, ask the authorized event manager/HQ to check the exact event and supported cancellation path. Do not substitute a guessed route, deleting attendees or changing a date to force the event out of view.

After an authorized cancellation, check that the original public registration link no longer permits registration, including links previously emailed to guests. Hiding a page from an index, unpublishing its content and cancelling an event are not interchangeable actions.

Finish a past event

An event becoming past is determined by its saved schedule. A past event does not normally need deletion just to finish it. Check the actual end time and timezone if it still appears active. Keep its event page, speaker records, media and follow-up history where they remain useful; post-event survey/recap tasks are separate work.

Delete only when deletion is intended

Deletion is a separate destructive operation with its own authorization and confirmation. It can remove event-owned registration and invitation records and is not a way to send a cancellation message. Preserve registration history through the supported cancellation flow when that is the goal. A how-to answer does not confirm that any event was changed or that a notice was sent.