



Cancel a FSUPC Facility Use Request

Please note: canceling a request is not allowed online 48 hours (2 days) prior to the event. If a cancellation is necessary within 48 hours (2 days) of your event, please contact our Facilities Use Coordinator at facilities@pc.fsu.edu.

To begin cancelling your request, if you have not already done so log into the system by selecting the My Account menu and the Log In option. You will then enter your email address and password saved when you created your account.

After successfully logging into the system, you will first, mouse over the Reservations menu and select the View My Requests option. A screen similar to the one below appears.

The screenshot shows a web interface for managing reservations. At the top, there are navigation tabs: 'Browse', 'Reservations', 'My Account', 'Download Forms', and 'How To'. On the right, it says 'Welcome Firstname Lastname'. Below the tabs, there are search fields for 'Reservation Id:' and 'Event Name:', a 'Quick Search' button, and a 'Show Cancelled' checkbox. The main content area is titled 'Reservations' and contains a table with the following data:

Id	Name	Organization	First Booking	Last Booking	Status	Location	Has Services
15	Testing	Technical Services - FSU PC	11/13/2010 Sat	11/13/2010 Sat	Web Request	Bayside Building - Bay 115	Yes
17	Testing #3	Technical Services - FSU PC	11/13/2010 Sat	11/13/2010 Sat	Web Request	Bland Conference Center - Bland Conference Center	Yes
16	Testing	Technical Services - FSU PC	11/13/2010 Sat	11/13/2010 Sat	Web Request	Bayside Building - Bay 115	Yes

At the bottom of the screenshot, there is a footer with contact information: 'Florida State University Panama City © 2010 | 4750 Collegiate Drive Panama City, FL 32405 | (850) 770-2180 | Toll Free: (866) 693-7872 (MYFSUPC) Contact the Facility Use Coordinator | Privacy Policy | Copyright'.

Continue the cancellation by selecting the Name of the event you wish to cancel. The summary for the request will appear with a menu on the right similar to the one below.

[Back to My Requests](#)

- Edit Reservation
- Add Booking
- Cancel Services
- Cancel Bookings
- Cancel All Bookings
- View Reservation Summary
- Add booking to personal calendar

If you wish to cancel only the services, such as Additional Needs or Additional Personnel, select the Cancel Services link.

To cancel a single room request (Booking), select the Cancel All Bookings link. A popup window appears asking you to confirm the cancellation.

To cancel a one or more rooms but not all rooms with a multiple room / multiple day request (Bookings), select the

Cancel Bookings link. The screen will populate all requests associated with the reservation ID you selected. Select the Booking(s) you wish to cancel and select the Save button. A popup window will appear requesting you to confirm the cancellation.

Once you have completed all your cancellations, remember to Logout of your account by selecting the My Account menu and then the Logout option. Should you need assistance in cancelling an approved event, please contact our Facilities Use Coordinator at facilities@pc.fsu.edu.