

Pause, cancel or delete an event

Temporarily stop registrations, cancel an event refunding attendees, or delete it when it has no payments.

3 min · Available · 2026-09-26

Before you begin

- ✓ You need Manage event details; cancelling also needs Refund event payments.
- ✓ The event must be published and not yet concluded.

1 STEP 1 OF 4 · 30 S

Open More actions

Open the event and select the three-dot **More actions** at the top. The menu appears only for events with open registrations, in progress or paused.

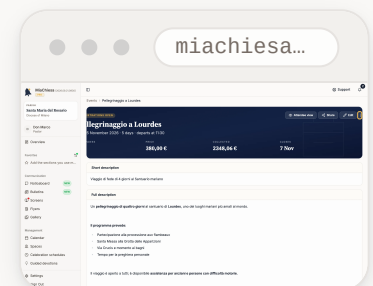


Fig. 1 More actions gathers pause, cancel and delete.

2 STEP 2 OF 4 · 30 S

Pick the right action

Pause hides the event and stops new registrations but keeps existing ones: you can **Resume** later. **Cancel event** closes it for good and refunds paid registrations. **Delete** removes the event and its data.

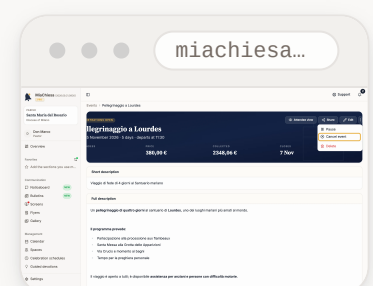


Fig. 2 Pause is reversible; cancel and delete are not.

3

STEP 3 OF 4 · 30 S

Pause

Select **Pause** and confirm: **Event paused** appears and a notice reminds you the event is hidden. Whenever you want, use **Resume** from the menu.

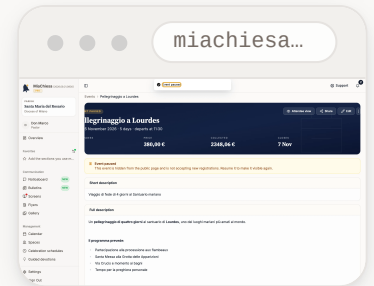


Fig. 3 While paused the event accepts no new registrations.

4

STEP 4 OF 4 · 1 MIN

Cancel or delete

Cancel event shows how many paid registrations will be refunded and for how much: confirm with **Cancel event**. If some refunds fail, a warning asks you to check them.

If the event has paid registrations, **Delete** is blocked with **Cannot delete**: use **Cancel with refund**, which protects attendees.

Irreversible actions

Cancelling and deleting cannot be undone. If you only need to stop registrations, use Pause.

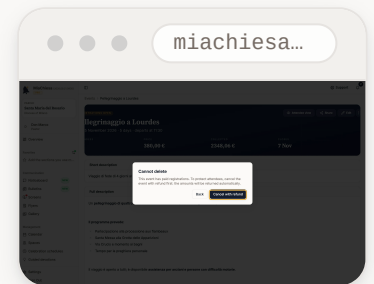


Fig. 4 An event with payments is cancelled with refund, not deleted.

What you have achieved

✓ The event is paused, cancelled with refunds or deleted, as chosen.

✓ Paying attendees are refunded when the event is cancelled.

Troubleshooting

I can't see More actions



The event is a draft, concluded or already cancelled, or you lack Manage event details.

I can't see Cancel event



It also needs the Refund event payments permission, even for free events.

I see "refunds failed. Check manually."



Some refunds did not go through: check them in the event's payments and refund manually if needed.