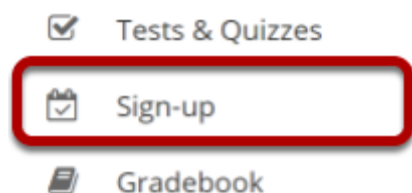


# How do I lock or cancel a time slot?

Go to Sign-up.



Select the **Sign-up** tool from the Tool Menu of your site.

Click on a meeting title.

## Meetings

Click 'Add' to create a new meeting, or click a meeting title to modify or copy it.

View:  By category:

Meeting Title	Organizer	Location	Category	Date ↕	Time	Status	Remove
<a href="#">Guest Speaker</a>	Demo Instructor	Room 106		Fri, 3/27/20	10:00 AM - 12:00 PM	Sign-up Not Req	<input type="checkbox"/>
<a href="#">Office Hours</a>	Demo Instructor	Office 336, Frost Hall		Fri, 3/27/20	1:00 PM - 3:00 PM	Available on 3/27/20	<input type="checkbox"/>
<a href="#">Extra Credit Field Trip</a>	Demo Instructor	Science Center		Sat, 3/28/20	10:00 AM - 4:00 PM	Available on 3/28/20 <a href="#">Attendance</a>	<input type="checkbox"/>

# Click on the time slot you want to lock or cancel.

## Meeting Details

**Title:** [↔ Office Hours](#)  
**Organizer:** Demo Instructor  
**Location:** Office 336, Frost Hall  
**Category:**  
**Meeting Date:** Monday, March 30, 2020  
**Time Period:** 10:00 AM - 12:00 PM  
**iCalendar link:** [Download](#)  
**Sign-up Begins:** March 24, 2020 10:00 AM  
**Sign-up Ends:** March 30, 2020 11:00 AM  
**Available To:** [▶ Show site\(s\)/group\(s\) details](#)  
**Description:** Office hours are available by appointment only.

Email   
Notification: Yes, send email to notify the related participant(s) about the changes that have been made. [▶ Hide meeting info above](#)

Time Slot	Max # of Participants	Participants	Wait List
<a href="#">10:00 AM - 10:15 AM</a> <small>⚠ Lock - prevent participant sign-up 🗑 Cancel - delete the timeslot</small>	1	<a href="#">+</a> Add Participant	Add Participant (disabled command)
<a href="#">10:15 AM - 10:30 AM</a>	1	<a href="#">+</a> Add Participant	Add Participant (disabled command)
<a href="#">10:30 AM - 10:45 AM</a>	1	<a href="#">+</a> Add Participant	Add Participant (disabled command)
<a href="#">10:45 AM - 11:00 AM</a>	1	<a href="#">+</a> Add Participant	Add Participant (disabled command)
<a href="#">11:00 AM - 11:15 AM</a>	1	<a href="#">+</a> Add Participant	Add Participant (disabled command)
<a href="#">11:15 AM - 11:30 AM</a>	1	<a href="#">+</a> Add Participant	Add Participant (disabled command)
<a href="#">11:30 AM - 11:45 AM</a>	1	<a href="#">+</a> Add Participant	Add Participant (disabled command)
<a href="#">11:45 AM - 12:00 PM</a>	1	<a href="#">+</a> Add Participant	Add Participant (disabled command)



\*Note:- Click on a time slot to lock or cancel it.  
- Click [↔](#) to change or swap participants.  
- Click [-](#) to delete a participant.  
- Click [✉](#) to email a participant.  
- Click [🗨](#) to view/edit an attendee's comment.  
- Meeting organizers can add participants even if the time slot is full.

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Click the time slot table and select the options presented underneath it. Note that you can first move participants to another time slot using the edit buttons beside individual entries.

# Once locked or canceled, the time slot will have an icon indicating that it has been locked or canceled.

## Meeting Details

**Title:**  Office Hours  
**Organizer:** Demo Instructor  
**Location:** Office 336, Frost Hall  
**Category:**  
**Meeting Date:** Monday, March 30, 2020  
**Time Period:** 10:00 AM - 12:00 PM  
**iCalendar link:**  [Download](#)  
**Sign-up Begins:** March 24, 2020 10:00 AM  
**Sign-up Ends:** March 30, 2020 11:00 AM  
**Available To:** [Show site\(s\)/group\(s\) details](#)  
**Description:** Office hours are available by appointment only.

Time Slot	Max # of Participants	Participants	Wait List
 <a href="#">10:00 AM - 10:15 AM</a>	1	 Add Participant	Add Participant (disabled command)
 <a href="#">10:15 AM - 10:30 AM</a>	1	<b>Canceled</b>	Add Participant (disabled command)
<a href="#">10:30 AM - 10:45 AM</a>	1	 Add Participant	Add Participant (disabled command)
<a href="#">10:45 AM - 11:00 AM</a>	1	 Add Participant	Add Participant (disabled command)
<a href="#">11:00 AM - 11:15 AM</a>	1	 Add Participant	Add Participant (disabled command)
<a href="#">11:15 AM - 11:30 AM</a>	1	 Add Participant	Add Participant (disabled command)
<a href="#">11:30 AM - 11:45 AM</a>	1	 Add Participant	Add Participant (disabled command)
<a href="#">11:45 AM - 12:00 PM</a>	1	 Add Participant	Add Participant (disabled command)

\*Note:- Click on a time slot to lock or cancel it.  
- Click  to change or swap participants.  
- Click  to delete a participant.  
- Click  to email a participant.  
- Click  to view/edit an attendee's comment.  
- Meeting organizers can add participants even if the time slot is full.

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