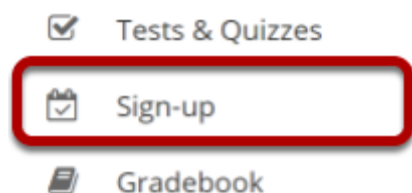# How do I lock or cancel a time slot?

Go to Sign-up.

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

Click on a meeting title.

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
10:00 AM - 10:15 AM			
🔒 Lock - prevent participant sign-up	1	➕ Add Participant	Add Participant (disabled command)
🚫 Cancel - delete the timeslot			
10:15 AM - 10:30 AM	1	➕ Add Participant	Add Participant (disabled command)
10:30 AM - 10:45 AM	1	➕ Add Participant	Add Participant (disabled command)
10:45 AM - 11:00 AM	1	➕ Add Participant	Add Participant (disabled command)
11:00 AM - 11:15 AM	1	➕ Add Participant	Add Participant (disabled command)
11:15 AM - 11:30 AM	1	➕ Add Participant	Add Participant (disabled command)
11:30 AM - 11:45 AM	1	➕ Add Participant	Add Participant (disabled command)
11:45 AM - 12:00 PM	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.

[Back]

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
🔒 10:00 AM - 10:15 AM	1	✚ Add Participant	Add Participant (disabled command)
⊘ 10:15 AM - 10:30 AM	1	**Canceled**	Add Participant (disabled command)
10:30 AM - 10:45 AM	1	✚ Add Participant	Add Participant (disabled command)
10:45 AM - 11:00 AM	1	✚ Add Participant	Add Participant (disabled command)
11:00 AM - 11:15 AM	1	✚ Add Participant	Add Participant (disabled command)
11:15 AM - 11:30 AM	1	✚ Add Participant	Add Participant (disabled command)
11:30 AM - 11:45 AM	1	✚ Add Participant	Add Participant (disabled command)
11:45 AM - 12:00 PM	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.

Back