MIT Events Calendar - What to do if my group or DLC is inactive or disbands?

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Complete the following items if your group or DLC group is **inactive** for a short-term.

- Do NOT delete upcoming events, instead add **CANCELED** to the event title, so that all potential attendees are informed. There is no harm in keeping canceled events in the system as there is no storage limit and past events will still appear in search results. Also, if a canceled event is happening the following year, then you can copy the event and change the details.
- Contact the MIT Events Calendar Team at calendar@mit.edu to inform them and update group information.

Complete the following items if your group or DLC group **disbands**.

- Indicate **DISBAND** in the group or department description. This is to inform followers and in case of someone else may want to active the group again.
  Note: Only Group and Department officers can edit the description.
- Do NOT delete upcoming events, instead add **CANCELED** to the event title, so that all potential attendees are informed. There is no harm in keeping canceled events in the system as there is no storage limit and past events will still appear in search results.
- Contact the MIT Events Calendar Team at calendar@mit.edu to inform them and update group information.

See Also

- MIT Events Calendar Landing Page
- Localist Frequently Asked Questions and Support Documentation