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How to delete an event

Michael C. - 2023-05-10 - <u>Events</u>

Events still in draft mode or live events without any registrations can be deleted, if created in error or as a test.

Warning

Once an event is deleted, it cannot be restored and all the details will be removed.

Deleting an Event

- 1. Click **Events** or the **Calendar** icon on the left menu.
- 2. Click Manage on the event you would like to delete.
- 3. Near the top right, click **Delete**.
- 4. Click **OK** to confirm you would like to delete the event.

Note

If an event has active or canceled registrations, it cannot be deleted.

Related Content

- How to create an event
- How to send event emails and invitations