

## How to delete/remove an event

Michael C. - 2021-11-16 - Events

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

**Note:** Once deleted, it cannot be restored and all the details be will removed.

### Deleting an Event

1. Click **Engagement** or **the clock icon** on the left.
2. Click **Events**.
3. Click **Manage** on the event you would like to delete.
4. Near the top right, click **Delete**.
5. 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

- [Sending Event Emails & Invitations](#)
- [How to create an event](#)