How to delete an event

Michael C. - 2023-05-10 - Events

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