

# Event Organization & Management

## How do I delete an event?

To delete an event, follow these steps:

1. Go to the Admin Tools tab at the top.
2. Go to Event Calendar under the Organization Management heading.
3. Click on the event on the calendar that you'd like to delete.

### Event Calendar

ADD EVENT

< > Today February 2024 Month Week Day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14 Associate Meet	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	1	2
3	4	5	6	7	8	9

4. Click on the red Remove button.
5. Click on the red Yes, Remove button. If it's a recurring event, you can choose to remove Only this event or All Events. If you've chosen the wrong event to remove or you've changed your mind on removing an event, click on the gray Cancel button.

# Event Organization & Management

Association Meeting: Anniversary Luncheon ✕

When: Wednesday, February 14th 12:00 pm to 3:00 pm  
Where: Seattle Convention Center

Details:  
Celebrate our anniversary at the Seattle Convention Center. Lunch and entertainment will be provided as well as networking opportunities.

EDIT ▼ REMOVE ▼

Only this event  
All Events

Didn't find what you're looking for? [Contact Biznomos Support](#) online or call toll-free at [1-800-232-3989](tel:1-800-232-3989) for additional help.

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