

# 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	15	16	17			
		Associate Meet							
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.

Unique solution ID: #1033

Author: n/a

Last update: 2024-06-04 18:24