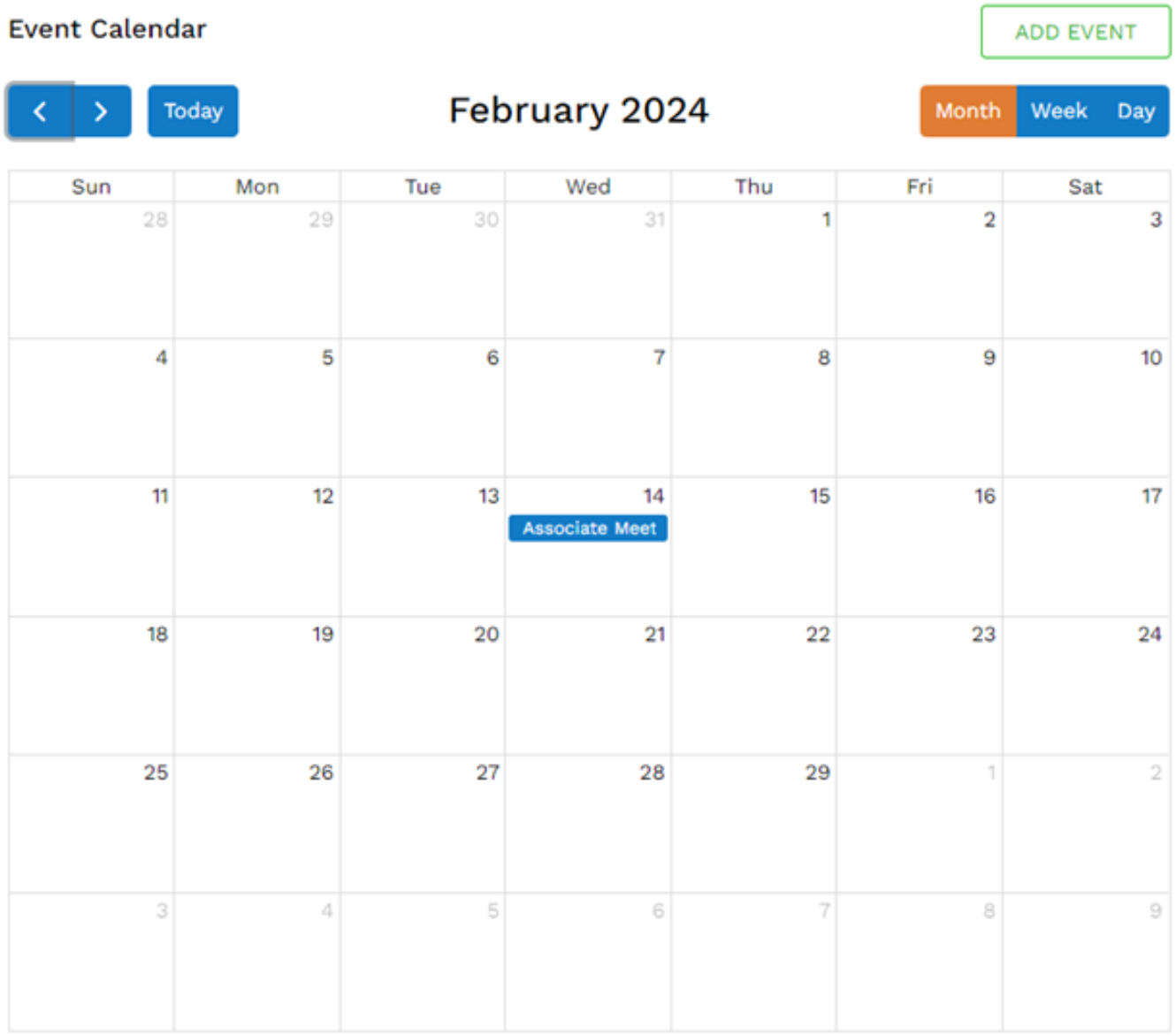
Event Organization & Management

How do I delete an event?

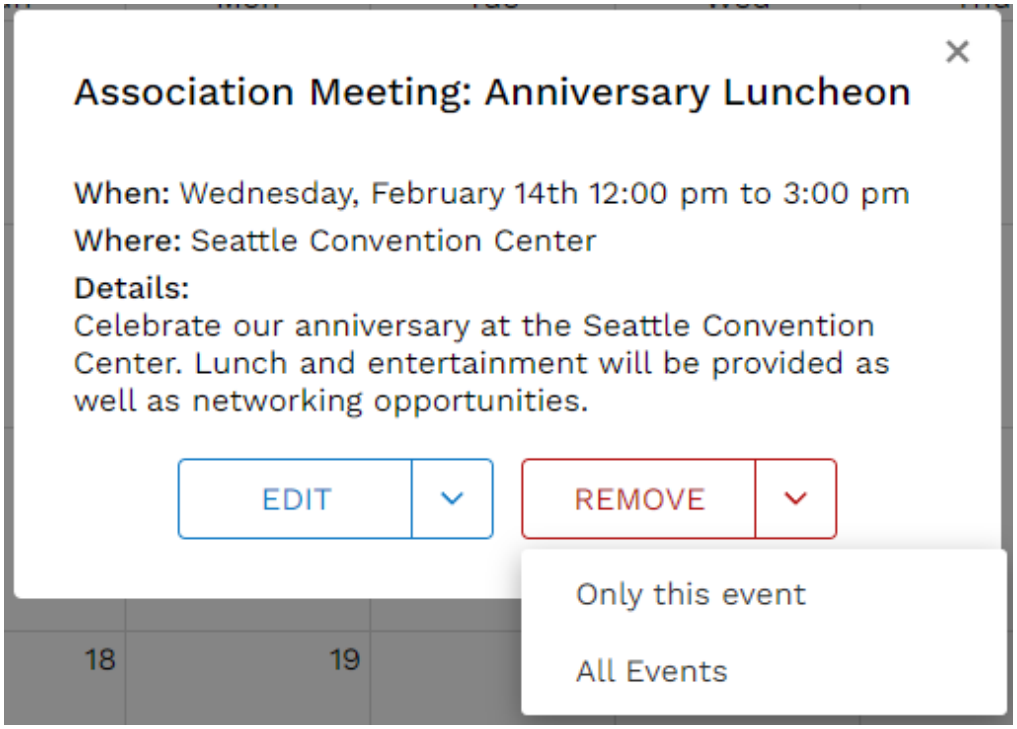
To delete an event, follow these steps:

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.



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.

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URL: https://help.biznomos.com/content/12/34/en/how-do-i-delete-an-event.html



Didn't find what you're looking for? Contact Biznomos Support online or call toll-free at 1-800-232-3989 for additional help.

Unique solution ID: #1033
Author: n/a
Last update: 2024-06-04 18:24

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