

# Announcement Management

## How do I delete an announcement?

To delete an announcement, follow these steps:

1. Go to the Admin Tools tab at the top.
2. Go to Announcement under the Organization Management heading.
3. Find the announcement you'd like to edit by:
  - a. Scrolling down the list of Announcements (sorted by most recent date by default)
  - b. Searching for an event using the search bar
  - c. Filter the results by Year or change the number of results on the page by expanding the Show Advanced Options arrow.

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**Announcements**  

[ADD ANNOUNCEMENT](#) ^ HIDE ADVANCED OPTIONS

Year  Results per page 10

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4. Click on the red trash bin icon.
5. Click on the red Yes, Remove button. If you've selected the wrong announcement to remove or you've changed your mind on removing an announcement, click on the gray Cancel button.

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**Announcements**  

[ADD ANNOUNCEMENT](#) ^ SHOW ADVANCED OPTIONS

Title	Date/Time	
New Years Party Invite	12/11/2023 at 11:30 AM	 
Holiday Party	11/16/2023 at 03:45 PM	 
New member recruitment	10/20/2023 at 10:45 AM	 

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