Scheduling Management - Deleting Events

This article describes how to delete scheduled events.

To delete a one time event

1. KMS - Select My Calendar from the user drop down menu.
   KAF - Select My Calendar from the My Media menu.
   The Calendar Page is displayed.
2. On the Calendar Page, click on the event you would like to edit then select edit event.
   The Edit Event page is displayed.

3. Click Delete to delete the event. You will be prompted for a deletion confirmation.

Delete Event ✕

Are you sure you want to delete this event ?

[Cancel] [Delete]

4. Click Delete. The event will be deleted and you will be directed back to the calender view.

   Note: If the event is a Live Event, the live event entry will be deleted as well.

5. Click Cancel to return to the Edit Event page.

To delete a specific event in a recurring series of events

1. Go to the Calendar Page.
2. Scroll to the date that the event is taking place and click on the Event Title.

   Recurring events are marked with the calendar icon.

   A note is displayed stating that this is a single event that is part of a series.

Edit Event

You are viewing a single occurrence that is part of a series. Go to series.

Event Title: (Required)	Election Aftermath
Event Organizer:	admin admin
Start Time:	11/16/2016	1:30 PM
End Time:	11/16/2016	2:30 PM
Resource:	× Winter Conference Room
	Click here to search resource
Description:	

3. Click Delete. The event will be deleted and you will be directed back to the calender view.
4. Click Cancel to return to the Edit Event page.

To delete all events in a recurring series of events

1. Go to the Calendar Page.
2. Scroll to a recurring event and click on the Event Title.   Recurring events are marked with the calendar icon.

   A note is displayed stating that this is a single event that is part of a series . Click on Go to Series.

   A note is displayed stating that you are viewing an event series. The Edit Event page is displayed for the entire series.

3. Click Delete. The event will be deleted and you will be directed back to the calendar view.

   Note: If the event is a Live Event, the live event entry will be deleted as well.

4. Click Cancel to return to the Edit Event page.

[template("cat-subscribe")]