

## Scheduling Management - Deleting Events

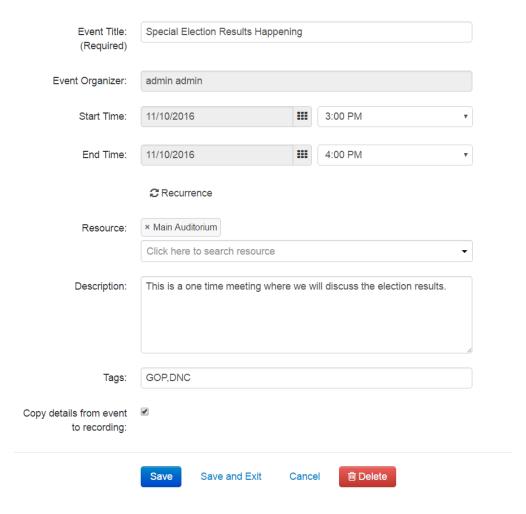
This article describes how to delete scheduled events.

#### 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.

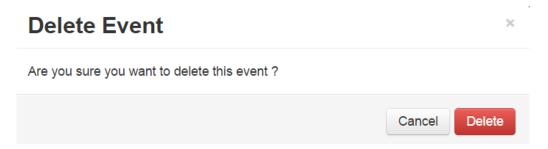
The Edit Event page is displayed.

# **Edit Event**



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





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.

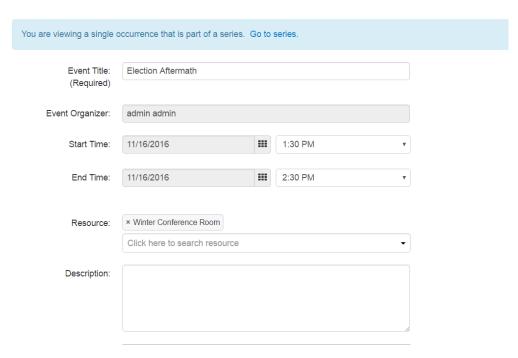
### To delete a specific event in a recurring series of events

- 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**



- 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.



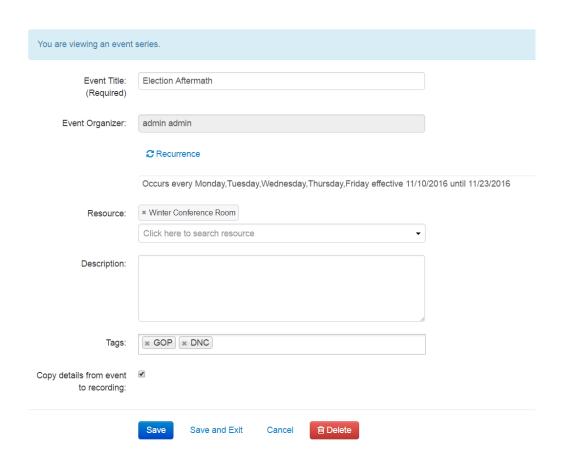
#### To delete all events in a recurring series of events

- 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.

## **Edit Event**



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")]