

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

Event Title:
(Required)

Special Election Results Happening

Event Organizer:

admin admin

Start Time:

11/10/2016

3:00 PM

End Time:

11/10/2016

4:00 PM

Recurrence

Resource:

* Main Auditorium

Click here to search resource

Description:

This is a one time meeting where we will discuss the election results.

Tags:

GOP,DNC

Copy details from event
to recording:

☒

Save

Save and Exit

Cancel

Delete

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 ?

- 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.

- Click Cancel to return to the Edit Event page.

To delete a specific event in a recurring series of events



- Go to the [Calendar Page](#).
- 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)	<input type="text" value="Election Aftermath"/>	
Event Organizer:	<input type="text" value="admin admin"/>	
Start Time:	<input type="text" value="11/16/2016"/> 	<input type="text" value="1:30 PM"/>
End Time:	<input type="text" value="11/16/2016"/> 	<input type="text" value="2:30 PM"/>
Resource:	<input type="text" value="× Winter Conference Room"/> <input type="text" value="Click here to search resource"/>	
Description:	<input type="text"/>	

- Click Delete. The event will be deleted and you will be directed back to the [calendar view](#).
- 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

You are viewing an event series.

Event Title:

Event Organizer:

[Recurrence](#)

Occurs every Monday,Tuesday,Wednesday,Thursday,Friday effective 11/10/2016 until 11/23/2016

Resource:

Click here to search resource

Description:

Tags:

Copy details from event to recording: ☒

Save

Save and Exit

Cancel

Delete

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")]