

### Lecture Capture Scheduling Management - Deleting Events

Last Modified on 08/30/2023 4:18 pm IDT

This article describes how to delete scheduled events.

#### To delete a one time event

- 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**

I

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	•	
	C Recurrence				
Resource:	× Main Auditorium				
	Click here to search resource				
Description:	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 E	xit Cance	逾 Delete		

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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.  $\Box$ 

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

### **Edit Event**

You are viewing a single o	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	Ŧ	
Resource:	× Winter Conference Room	Irce		•	
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.

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#### 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.  $\Box$ 

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: (Required)	Election Aftermath
Event Organizer:	admin admin
	Occurs every Monday, Tuesday, Wednesday, Thursday, Friday effective 11/10/2016 until 11/23/2016
Resource:	× Winter Conference Room
	Click here to search resource
Description:	
	l. li
Tags:	* GOP * DNC
Copy details from event to recording:	
	Save Save and Exit Cancel

 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.