

# Scheduling Management - Deleting Events (Lecture Capture)

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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)

Event Organizer:

Start Time:  

End Time:  

 Recurrence

Resource:

Description:

Tags:

Copy details from event   
to recording:

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 [calendar 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)	<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="x Winter Conference Room"/> <input type="text" value="Click here to search resource"/>
Description:	<div style="border: 1px solid #ccc; height: 50px;"></div>

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

You are viewing an event series.

Event Title:   
(Required)

Event Organizer:

[Recurrence](#)

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

Resource:

Description:

Tags:

Copy details from event  
to recording:

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.