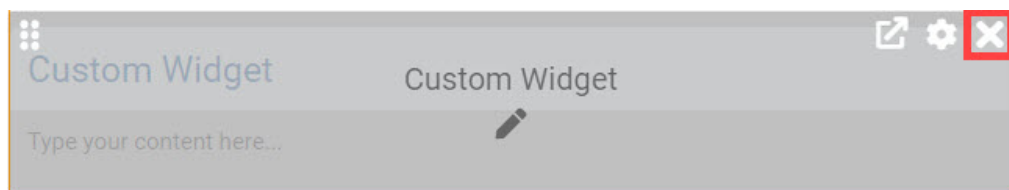# ClubRunner

How do I delete Custom Widgets?

Robin N. - 2024-11-12 - Website Widgets

Custom widgets are used to create custom content on the website and in bulletins. If you have created a custom widget in error, or wish to remove custom content, you have the option to remove it from a page or bulletin, while retaining it for later use. You may also delete it permanently.
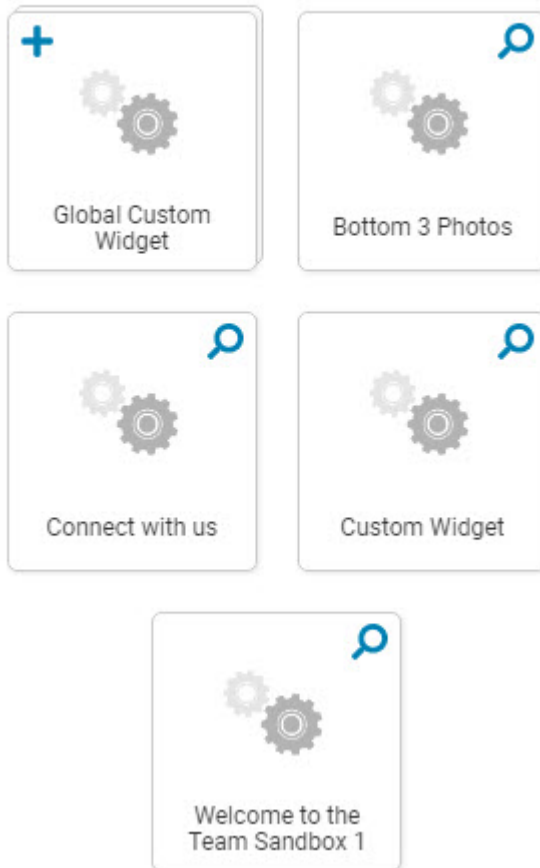
How to Remove a Custom Widget without Deletion

1. To remove a **Global Custom** or **Page Specific Custom Widget** from a page or bulletin, hover your mouse over the widget in the left side Website or Bulletin Live Designer. A number of icons will appear. Click on the red **X**, as highlighted below.
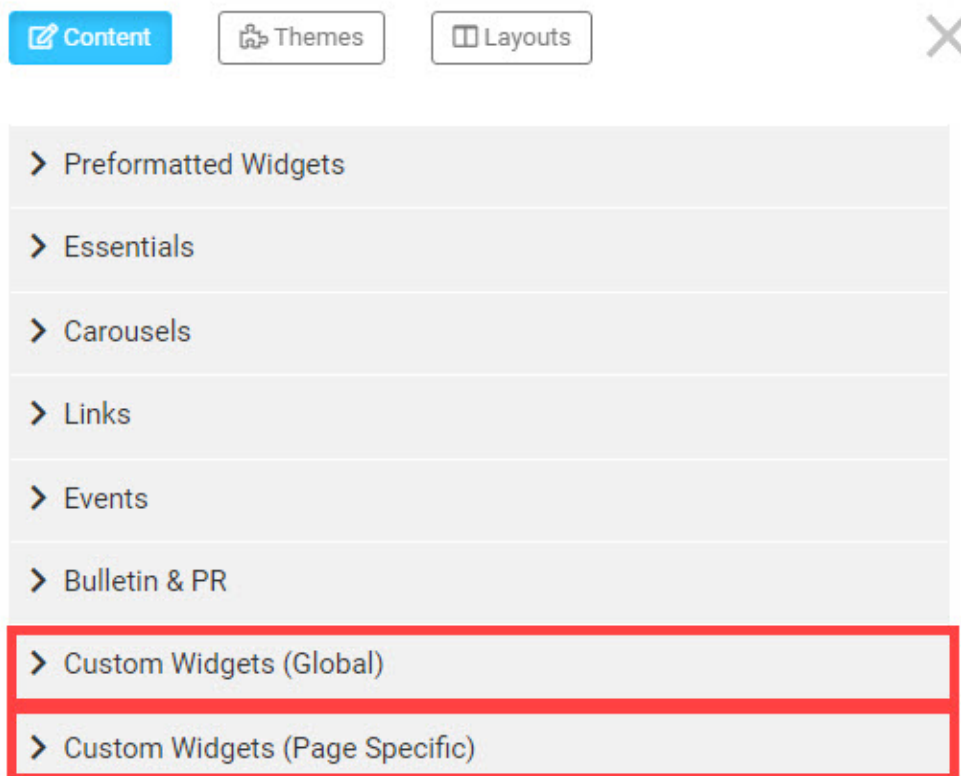

2. The widget has now been removed from your page or bulletin, but remains accessible within the appropriate **Custom Widgets (Global), Custom Widgets (Page Specific),** or **Custom Widgets (Bulletin Specific)** widget group.
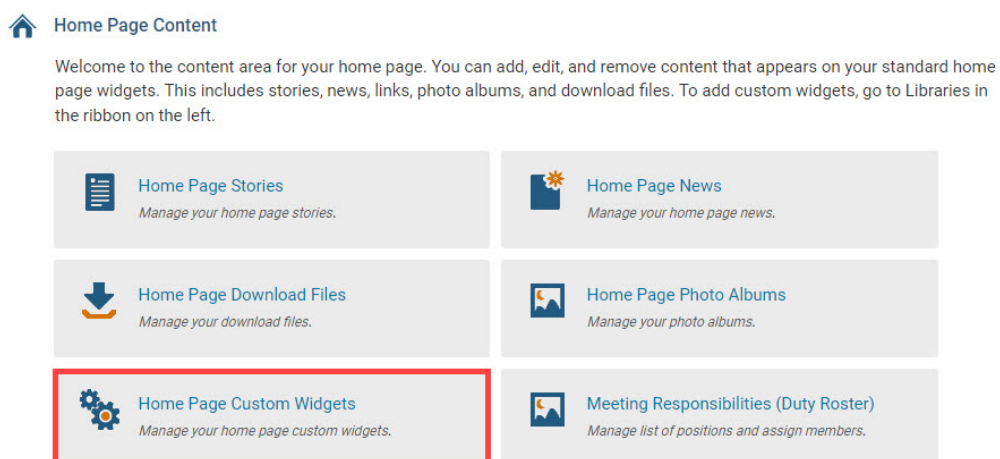
3. If you need to add the widget back, you can find it in the **Custom Widgets (Global)**, **Custom Widgets (Page Specific)**, or **Custom Widgets (Bulletin Specific)** widget groups.

How to Permanently Delete a Custom Global or Page Specific Widget

1. If you wish to permanently delete a **Global Custom, Page Specific, or Bulletin Specific Widget**, you must access your website content library. Click on the **Website** tab, and then on the **Website Content** link.

2. Click on the **Home Page Custom Widgets** link.

3. This will open the **Custom Widgets** page. Choose the one you wish to delete and click **Delete** under the **Actions** column. If you are not sure which one you want to delete, click on **Preview** to view it. To find a **Global, Home Page, Page Specific, Bulletin (Global), and Bulletin Specific** widget click on the corresponding tab to the right of **View widgets**.

Global Custom Widgets

View widgets: | Global | **Home Page** | Page Specific | Bulletins (Global) | Bulletin Specific |

Published   Drafts   Deleted

Filter custom widgets: 🔍 _____   Display 25   custom widgets   ⊕ Add

	Title ▲	Owner ▾	Date ▾	Status ▾	Actions
☐	3 Ladies	Mickey Dewy	Apr 22, 2021		▾
☐	Banner	Edward Smith	Apr 21, 2015		▾
☐	Christmas Video Flyer	Charles Hampton	May 10, 2022		▾

Custom Widgets for Home Page

View widgets: | Global | **Home Page** | Page Specific | Bulletins (Global) | Bulletin Specific |

Published   Drafts   Deleted

Filter custom widgets: 🔍 _____   ⊕ Add

	Title ▲	Owner ▾	Date ▾	Status ▾	Actions
☐	Club in Action	Eddie Chu	Dec 30, 2022		▾
☐	Custom Widget	Sue Baker	Oct 21, 2022		🔍 Preview
☐	Rotary Club Policies	Sue Baker	Jan 12, 2023		✏️ Edit
↳	Check All Remove Selected				🗑 Delete

4. A prompt will appear, asking you if you are sure you want to delete the widget. Click **OK** to delete it. Click **Cancel** if you wish to keep the widget.

Confirm

Are you sure you want to delete the "Club in Action " story?

Cancel   OK

5. The widget is now deleted from your widget library and placed into the **Deleted** tab.