ClubRunner

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How to delete a Cloud Event

Michael C. - 2024-07-30 - Events & Calendar

Events still in draft mode or live events without any registrations can be deleted, in the event that they were created in error, as a test event, or they are simply no longer needed.

Warning

Once an event is deleted, it cannot be restored, and all the details will be removed.

Deleting an Event

- In order to access Cloud Events, you must go to your website's homepage and log in. To do this please click the Member Login link near the top right.
- 2. After you enter your login name and password it will return you back to the homepage. Click **Member Area** near the top right.
- 3. Along the top of the screen, you will see several tabs. Click on the **Events** tab, and then click on **Cloud Events**.
- You will then be brought to the Event List page, where you will be able to see each of your existing events. Click Manage on the event you would like to delete.

vent List			[
Q Search All	~		Upcoming Past	
Toys for Tots	Canada Day Rib Fest!			
Jun 03, 2023 - Jun 24, 2023 No attendee	Jul 01, 2023 11:00 AM - Jul 02, 2023 9:00 PM Echo Valley Park			
Manage	26 attendees			
howing all 2 events	Manage			

5. Near the top right of the page, click on the **Delete** button.

			← Go	back		
Toys for Tots Live	Сору	Delete	Close Registrations	View		
Dashboard Orders Attendees Email Documents			0	Setup		
Details Landing Page Tickets & Ecommerce Form Settings						
Tickets						
You don't have any tickets for this event yet.						
Add Ticket						

6. Click **OK** to confirm you would like to delete the event.

Toys for Tots Live	Copy Del
Das Confirm	
Are you sure you want to delete this event?	
\$0.	Cancel
Event Sales	

Note

If an event has active or canceled registrations, it cannot be deleted.