ClubRunner

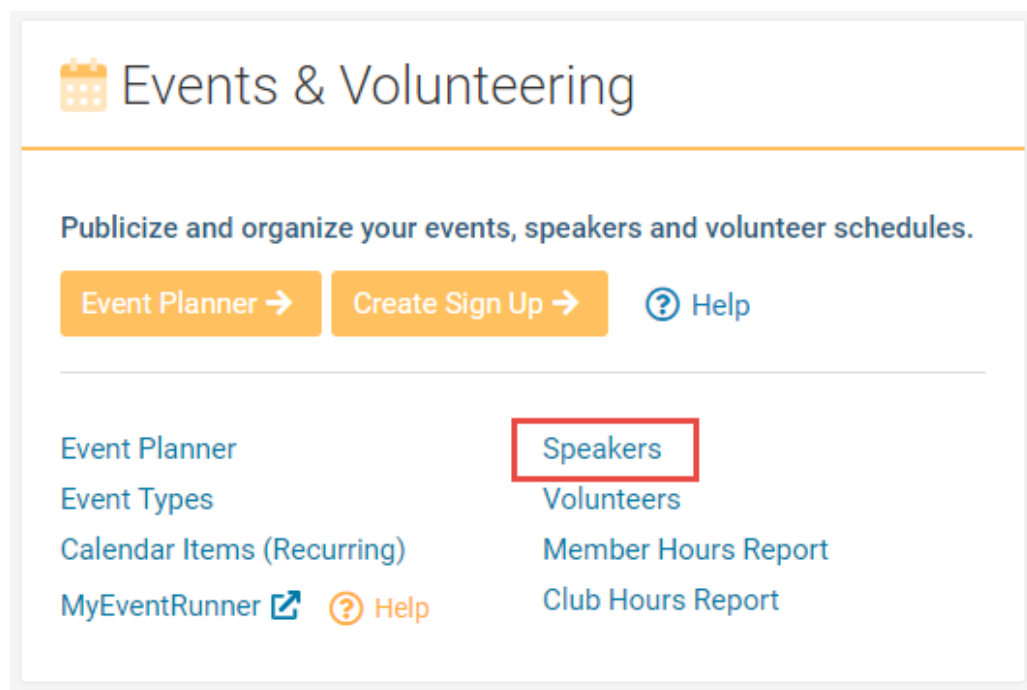# How do I delete a Speaker?

Omar S. - 2021-03-22 - Events & Calendar

Speakers automatically disappear from the homepage and bulletins once the date has passed. They will however remain in the system, and it is a good idea to clear out old speakers periodically. To delete a speaker from the home page and bulletin, follow these steps:

To edit an existing speaker, follow these steps:

1. Login to ClubRunner and go to the **Member Area**

2. This takes you to the **Administration** page. Click on **Speakers** – under the **Events & Volunteering** section.

3. Click on the Recycle Bin icon on the right, on the same line as the Speaker you want to delete.

Speakers

			Add New Speaker **Show All**

Speaker	Date	Topic	Actions
Michael C.	Jan 31, 2021	Website Content	
Michael C.	Jul 30, 2020	How to use Website Content	
ClubRunner Support Team	Oct 31, 2019	How to use ClubRunner	
Bill Gates	Jul 31, 2019	Microsoft	
Jeff L.	Apr 26, 2019	Making the most out of ClubRunner	
Zach W	Oct 30, 2018	Internet Security, Why you should care!	

First Previous Next Last

4. Click **OK** to confirm the deletion.

Related Content

- How do I edit a Speaker?
- How do I add a Speaker?