ClubRunner

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

🛗 Events & Volunteering				
Publicize and organize your events, speakers and volunteer schedules.				
Event Planner -> Create Si	gn Up → ⑦ Help			
Event Planner	Speakers			
Event Types	Volunteers			
Calendar Items (Recurring)	Member Hours Report			
MyEventRunner 🗹 (Help	Club Hours Report			

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

Speakers

		Add New Speal	ker Show All
Speaker	Date	Торіс	Actions
Michael C.	Jan 31, 2021	Website Content	<u>1</u>
Michael C.	Jul 30, 2020	How to use Website Content	S 🖸
ClubRunner Support Team	Oct 31, 2019	How to use ClubRunner	S (3
Bill Gates	Jul 31, 2019	Microsoft	S (2
Jeff L.	Apr 26, 2019	Making the most out of ClubRunner	S 🕢
Zach W	Oct 30, 2018	Internet Security, Why you should care!	S 🚱
First Braviaua Navt Last			

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?