

How do I delete and restore stories?

Omar S. - 2021-03-05 - Stories & Online Editor

ClubRunner maintains a library of active and draft stories in your Website Library. You can delete these stories as needed to assist with library management. And, you can also restore deleted stories as needed.

Note: Deleted items are automatically removed from the Deleted tab after three months. If you wish to restore a story, it must be done within that time period.

1. To delete or restore a story, you must first log in to your ClubRunner website.
2. Once you are logged in, click on the **Website** tab.
3. Next, click the **Website Content** link.
4. This brings you to the **Getting Started** page. Click on the **Libraries** icon the left side of the screen.
5. Now, click on the **Story Library** link which appears.
6. You are now on the **Story Library** page. Here, you can view all your existing published stories. You can use the tabs above the list to view story drafts or deleted stories.

Story Library

Click on the Story Library Link below to access all of your stories, or click on one of the other links to access the stories for a specific section of your website or bulletin.

Go to: [Story Library](#) [Stories Widget](#) [Stories List Page](#) [Custom Page Stories](#) [Bulletin Stories](#)

[Published](#) [Drafts](#) [Deleted](#)

Search: Show entries ☒ All stories ☐ My stories

Title ▾	Author ▾	Date ▾	Show On Story Page ▾	Status ▾	Actions
volunteerhours		Sep 11, 2018		Draft	<input type="button" value="Edit"/> ▾
Summer Kickoff Event		May 06, 2014	✓	Draft	<input type="button" value="Edit"/> ▾
Thought for the Week - Who Said It?	Ray Mina	Oct 24, 2011	✓		<input type="button" value="Edit"/> ▾
Quote of the Week - Who Said It?	Ray Mina	Oct 24, 2011	✓		<input type="button" value="Edit"/> ▾

7. To delete a published story, click the drop down menu under the **Actions** column and select **Delete Story**

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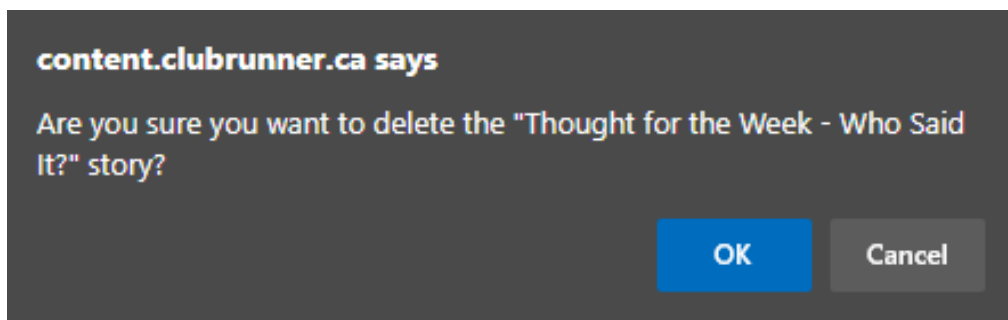
Go to: [Story Library](#) [Stories Widget](#) [Stories List Page](#) [Custom Page Stories](#) [Bulletin Stories](#)

[Published](#) [Drafts](#) [Deleted](#)

Search: Go Show 25 entries ☒ All stories ☐ My stories [+ Create New Story](#)

Title	Author	Date	Show On Story Page	Status	Actions
volunteerhours		Sep 11, 2018		Draft	Edit
Summer Kickoff Event		May 06, 2014	✓		Preview
Thought for the Week - Who Said It?	Ray Mina	Oct 24, 2011	✓		Copy Story
Quote of the Week - Who Said It?	Ray Mina	Oct 24, 2011	✓		Move to Draft
Mark Your Calendars!	Ray Mina	Oct 24, 2011	✓		Display Options
					Delete Story

- You'll be prompted to confirm your deletion. Click **OK** to confirm, or **Cancel** if you don't wish to delete the story.



- The story is now moved to the **Deleted** story tab and is removed from the **Published** list.

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[Published](#) [Drafts](#) [Deleted](#)

Search: Go Show 25 entries ☒ All stories ☐ My stories [+ Create New Story](#)

Title	Author	Date	Show On Story Page	Status	Actions
volunteerhours		Sep 11, 2018		Draft	Edit
Summer Kickoff Event		May 06, 2014	✓	Draft	Edit
Quote of the Week - Who Said It?	Ray Mina	Oct 24, 2011	✓		Edit
Mark Your Calendars!	Ray Mina	Oct 24, 2011	✓		Edit

How to Restore or Undelete a Story

- To restore or undelete a story please, click on the **Deleted** tab while in the story library.

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Published Drafts **Deleted**

Search: Go Show 25 entries ☒ All stories ☐ My stories [Create New Story](#)

Title	Author	Date	Show On Story Page	Status	Actions
volunteerhours		Sep 11, 2018		Draft	Edit
Summer Kickoff Event		May 06, 2014	✓	Draft	Edit
Quote of the Week - Who Said It?	Ray Mina	Oct 24, 2011	✓		Edit
Mark Your Calendars!	Ray Mina	Oct 24, 2011	✓		Edit

- Click the drop down menu underneath the **Actions** column, and select **Restore as Draft**

Note: Remember, **Deleted** stories are **automatically removed** after three months. They are not available to be restored after that time.

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Published Drafts **Deleted**

Search: Go Show 25 entries ☒ All stories ☐ My stories

Title	Author	Date	Show On Story Page	Actions
Thought for the Week - Who Said It?	Ray Mina	Oct 24, 2011		<div>Preview Restore as Draft</div>

Showing 1 to 1 of 1 entries

- The story now appear in the **Drafts** tab in the Story Library. Here, you can edit and re-publish it as desired.

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Published Drafts **Deleted**

Search: Go Show 25 entries ☒ All stories ☐ My stories [Create New Story](#)

Title	Author	Date	Show On Story Page	Status	Actions
volunteerhours		Sep 11, 2018		Draft	Edit
Summer Kickoff Event	Type at least 3 letters of name	May 06, 2014	✓	Draft	Edit
Thought for the Week - Who Said It?	Ray Mina	Oct 24, 2011		Draft	Edit

Related Content

- [How does ClubRunner handle data backups and recovery?](#)
- [How do I delete story tags?](#)
- [Where can I manage comments left on our website?](#)
- [How do I use the Story Library in ClubRunner?](#)

- [How do I create and edit a story?](#)