ClubRunner

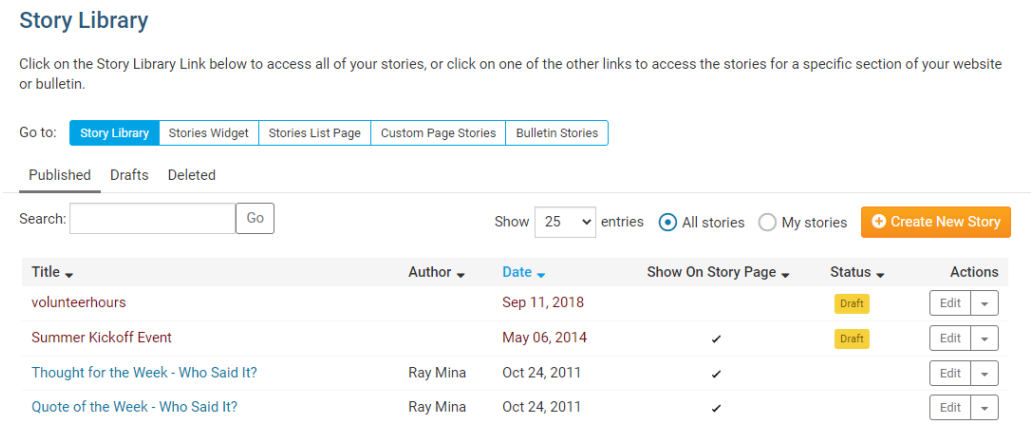
How do I delete and restore stories?

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

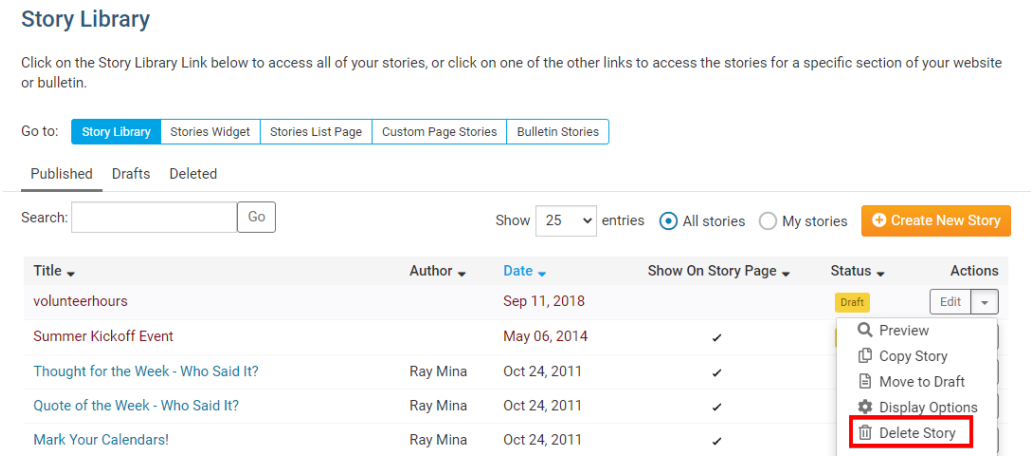
ClubRunner maintains a library of active and draft stories in your Website Library. You can delete these stories as needed to assist with library management. And, you can also restore deleted stories as needed.

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.

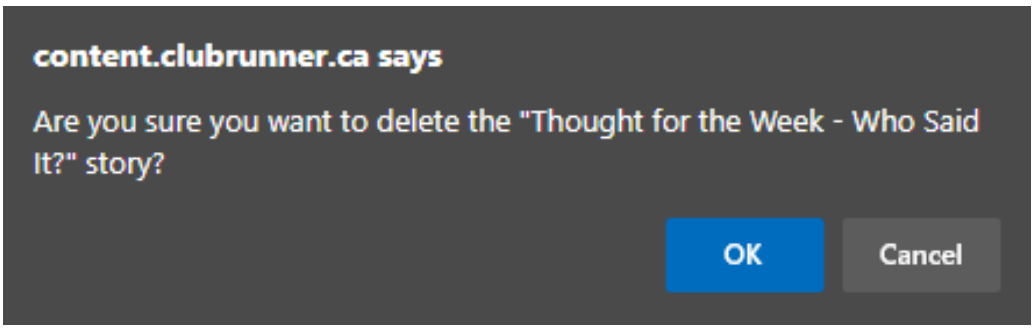
1. To delete or restore a story, you must first log in to your ClubRunner website.
2. Once you are logged in, click on the **Website** tab.
3. Next, click the **Website Content** link.
4. This brings you to the **Getting Started** page. Click on the **Libraries** icon the left side of the screen.
5. 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.



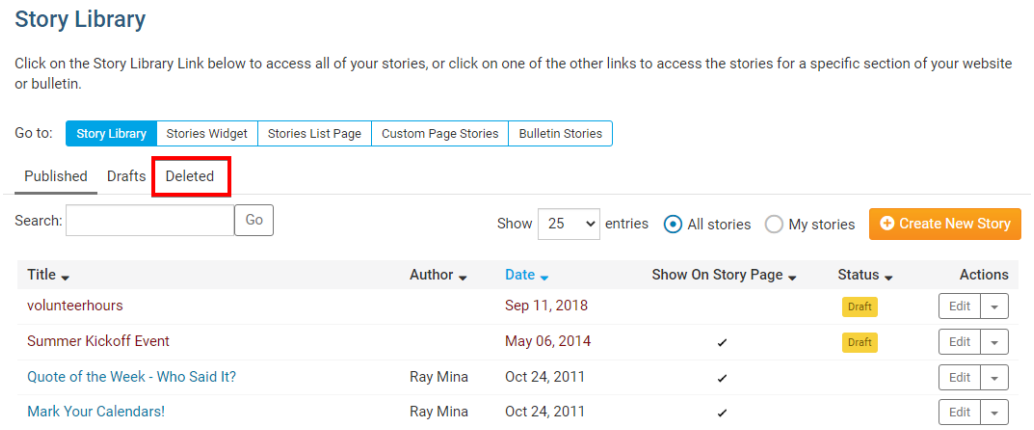
7. To delete a published story, click the drop down menu under the **Actions** column and select **Delete Story**



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

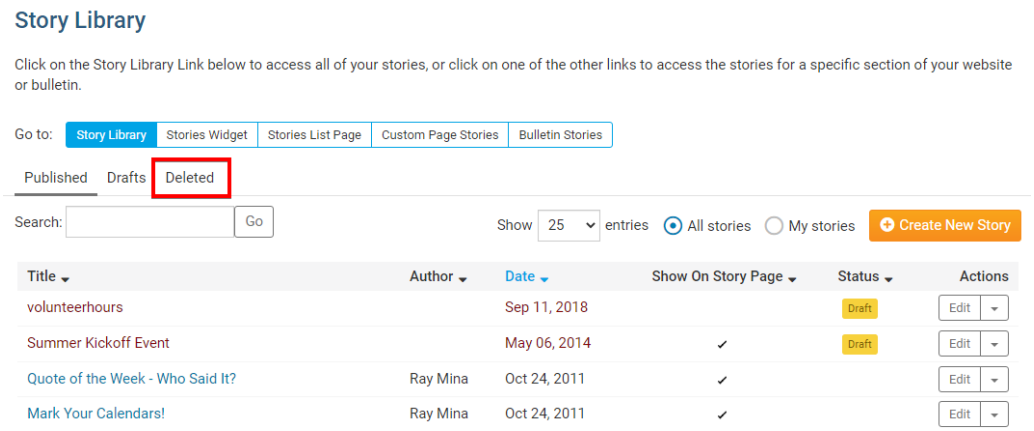


9. The story is now moved to the **Deleted** story tab and is removed from the **Published** list.



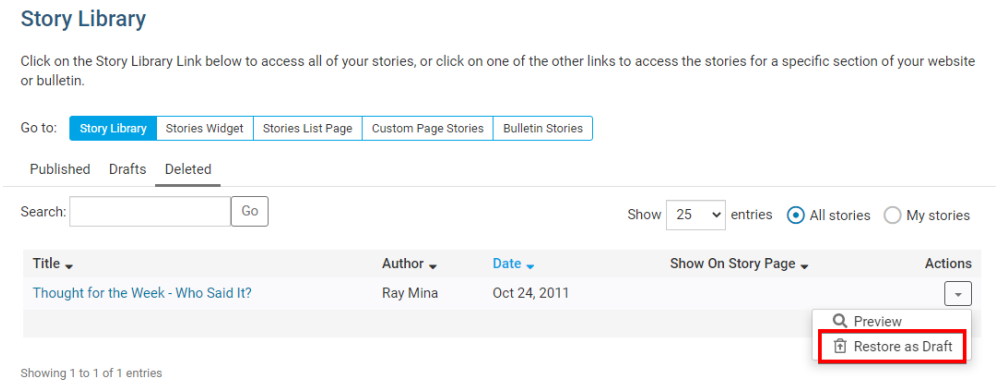
How to Restore or Undelete a Story

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

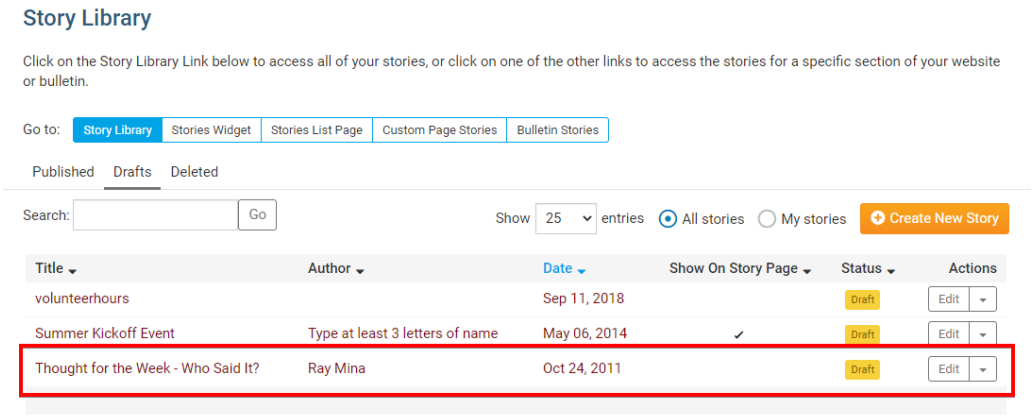


2. Click the drop down menu underneath the **Actions** column, and select **Restore as Draft**

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



3. 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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