

How do I delete Custom Widgets?

Zach W. - 2021-03-16 - Website Widgets

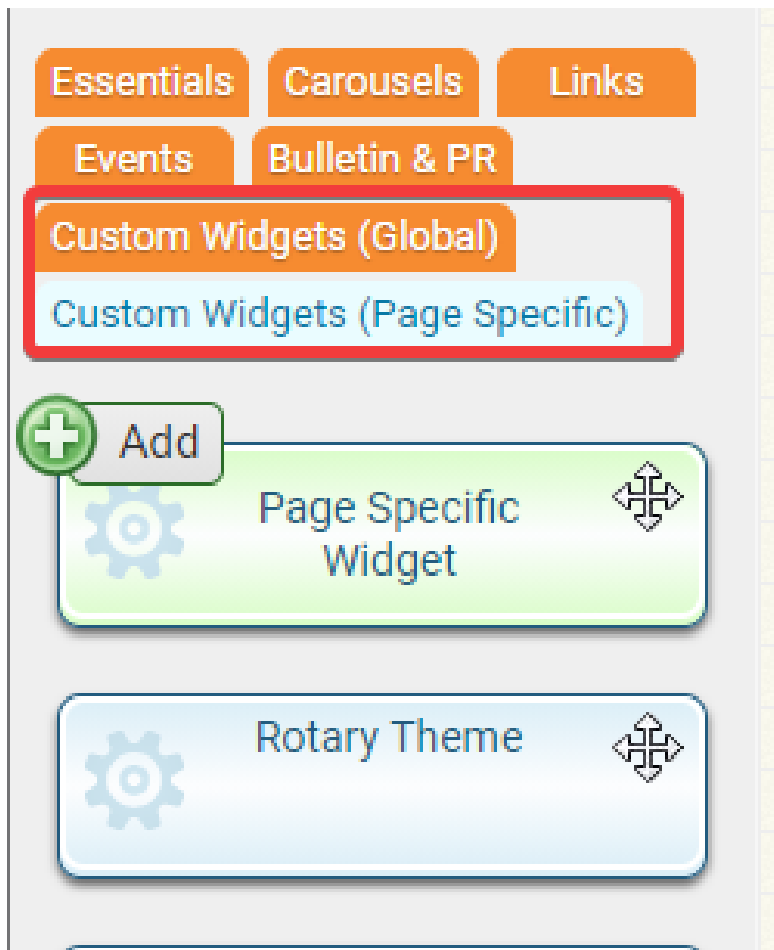
Custom widgets are user created content. If you have created a custom widget in error, or wish to remove custom content, you have the option to remove it from a page or bulletin, while retaining it for later use. You may also delete it permanently.

How to Remove a Custom Widget without Deletion

1. To remove a **Global Custom** or **Page Specific Custom Widget** from a page or bulletin, hover your mouse over the widget icon in the content field. A number of icons will appear. Click on the red X, as highlighted below.



2. A prompt will appear, asking you to confirm the deletion of the widget. Click **OK** to confirm the deletion and **Cancel** if you wish the widget to remain in place.
3. The widget has now been removed from your page or bulletin, but remains accessible within the appropriate **Custom Widgets** tab.

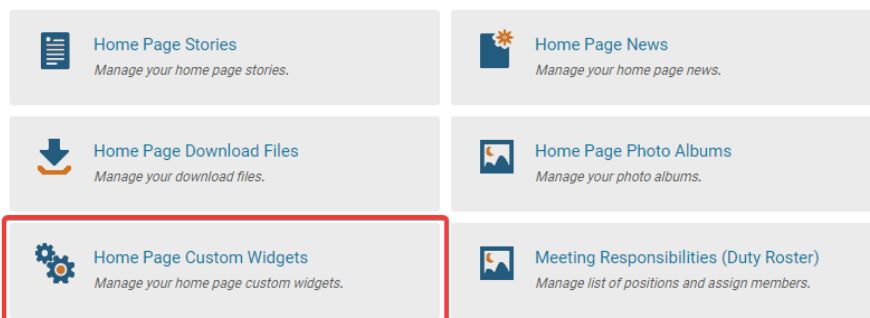


How to Permanently Delete a Custom Global or Page Specific Widget

1. If you wish to permanently delete a **Global Custom or Page Specific Widget**, you must access your website content library. Click on the **Website** tab, and then on the **Website Content** link.
2. Click on the **Home Page Custom Widgets** link.

Home Page Content

Welcome to the content area for your home page. You can add, edit, and remove content that appears on your standard home page widgets. This includes stories, news, links, photo albums, and download files. To add custom widgets, go to Libraries in the ribbon on the left.



3. This will open the **Custom Widgets** page. Choose the one you wish to delete and click **Delete** under the **Actions** column. If you are not sure which one you want to

delete, click on **Preview** to view it. To find a **Global, Home Page, Page Specific, Bulletin (Global), and Bulletin Specific** widget click on the corresponding tab to the right of **View widgets**.

Custom Widgets for Home Page

View widgets: Global Home Page Page Specific Bulletins (Global) Bulletin Specific

Published Drafts Deleted

Filter custom widgets: + Add

Title ^	Owner v	Date v	Status v	Actions
<input type="checkbox"/> Club in Action		Nov 24, 2016		
<input type="checkbox"/> Custom Widget	Kevin Turner	Aug 14, 2018		Preview Edit Delete
<input type="checkbox"/> Custom Widget	Kevin Turner	Nov 02, 2018		
<input type="checkbox"/> Custom Widget	Kevin Turner	Jul 11, 2018		
<input type="checkbox"/> Custom Widget	Kevin Turner	Feb 03, 2020		

4. A prompt will appear, asking you if you are sure you want to delete the widget. Click **OK** to delete it. Click **Cancel** if you wish to keep the widget.
5. The widget is now deleted from your widget library and placed into the **Deleted** tab.