# ClubRunner

<u>Help Articles</u> > <u>Website Guides</u> > <u>Website Widgets</u> > <u>How do I delete Custom Widgets</u>?

# How do I delete Custom Widgets?

Zach W. - 2023-01-20 - Website Widgets

Custom widgets are used to create custom content on the website and in bulletins. 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 in the left side Website or Bulletin Live Designer. A number of icons will appear. Click on the red **X**, as highlighted below.



2. The widget has now been removed from your page or bulletin, but remains accessible within the appropriate Custom Widgets (Global), Custom Widgets (Page Specific), or Custom Widgets (Bulletin Specific) widget group.



3. If you need to add the widget back, you can find it in the **Custom Widgets (Global)**, **Custom Widgets (Page Specific)**, or **Custom Widgets (Bulletin Specific)** widget groups.

Content Themes Layouts	×
> Preformatted Widgets	
> Essentials	
> Carousels	
> Links	
> Events	
> Bulletin & PR	
> Custom Widgets (Global)	
> Custom Widgets (Page Specific)	

#### How to Permanently Delete a Custom Global or Page Specific Widget

- 1. If you wish to permanently delete a **Global Custom, Page Specific, or Bulletin 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.

#### A 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**.

## **Global Custom Widgets**

View widgets:	Global	Home Page	Page Specific	Bulletins (Global)	Bulletin Specific			
Published D	)rafts [	Deleted						
Filter custom w	idgets:	Q			Display	25	custom widgets	🕈 Add
Title 🔦				Owner 🗸	Date 🚽	Statu	s 🗸	Actions
3 Ladies				Mickey Dewy	y Apr 22, 2021			-
Banner				Edward Smit	th Apr 21, 2015			-
Christma	as Video	Flyer		Charles Hampton	May 10, 2022			•

### Custom Widgets for Home Page

View widgets:	Global	Home Page	Page Specific	Bulletins (Global)	Bulletin Specific		
Published D	rafts D	)eleted					
Filter custom wi	idgets:	Q					🚭 Add
Title 🕈				Owner 🗸	Date 🚽	Status 👻	Actions
Club in A	ction			Eddie Chu	Dec 30, 202	2	
Custom Widget			Sue Baker	Oct 21, 202	2	Q Preview	
Rotary Club Policies			Sue Baker	Jan 12, 202	3	🖋 Edit	
4 Check A	II Re						III Delete

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.

Confirm	
Are you sure you want to delete the "Club in Action " story?	
Cance	ОК

5. The widget is now deleted from your widget library and placed into the **Deleted** tab.