ClubRunner

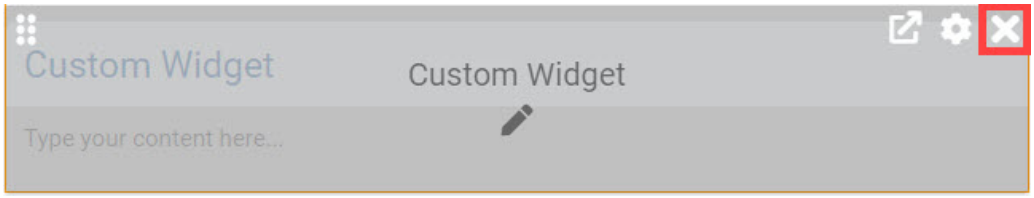
How do I delete Custom Widgets?

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

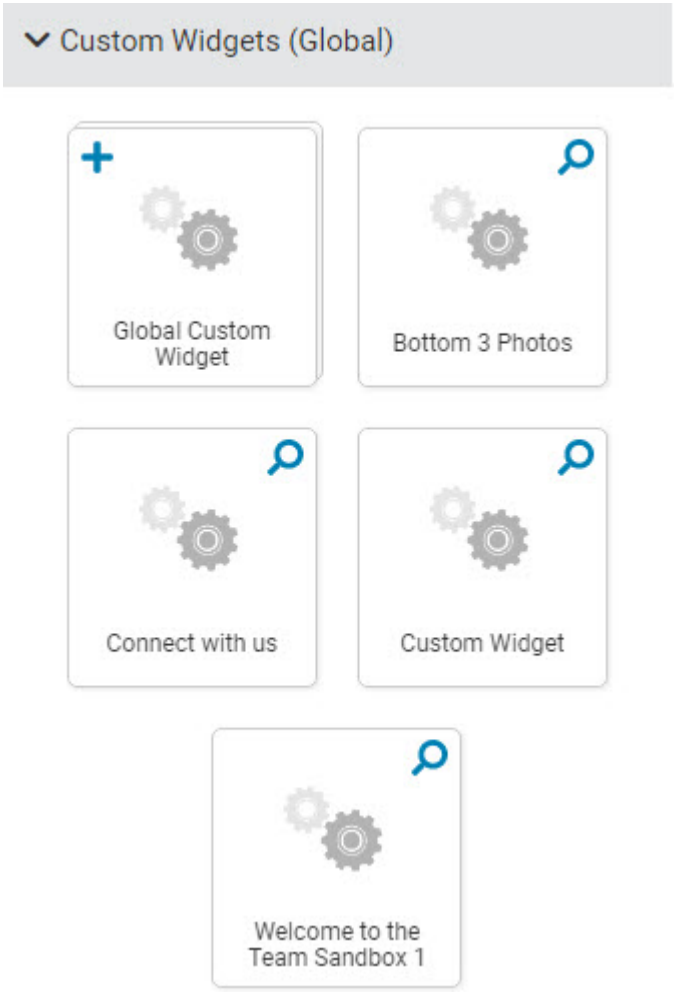
Custom widgets are used to create custom content on the website and in bulletins. If you have created a custom widget in error, or wish to remove custom content, you have the option to remove it from a page or bulletin, while retaining it for later use. You may also delete it permanently.

How to Remove a Custom Widget without Deletion

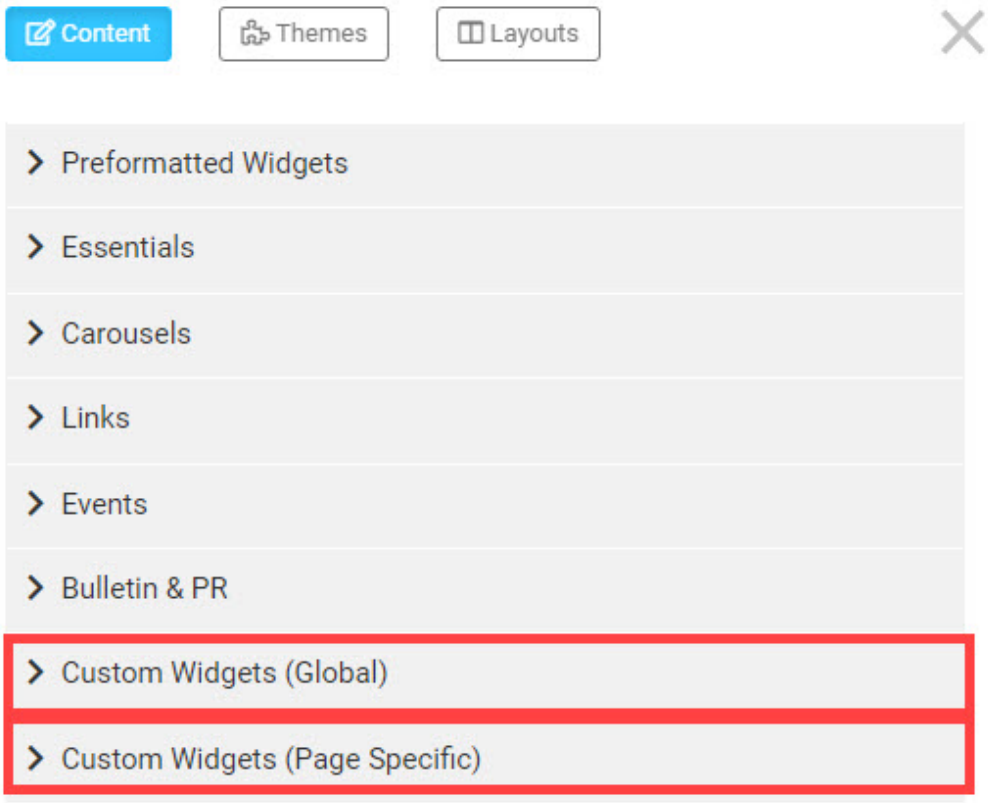
1. To remove a **Global Custom** or **Page Specific Custom Widget** from a page or bulletin, hover your mouse over the widget in the left side Website or Bulletin Live Designer. A number of icons will appear. Click on the red **X**, as highlighted below.



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.



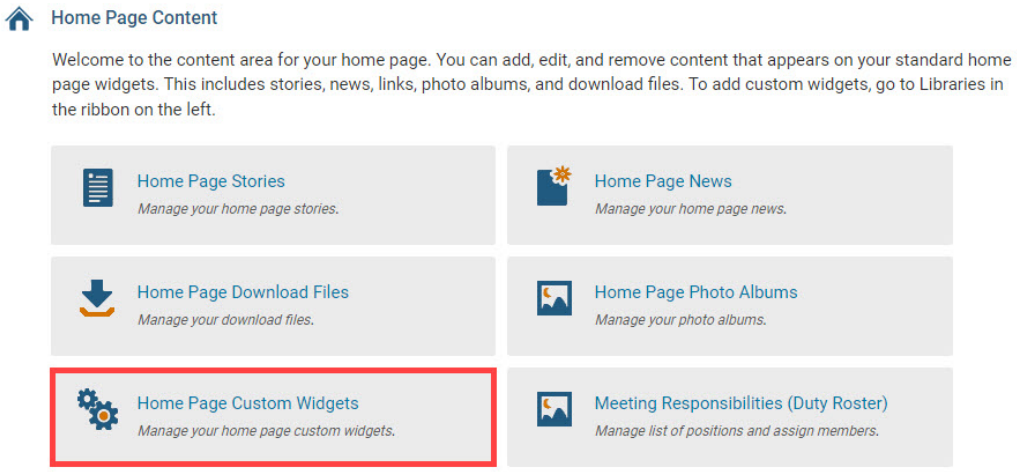
3. If you need to add the widget back, you can find it in the **Custom Widgets (Global)**, **Custom Widgets (Page Specific)**, or **Custom Widgets (Bulletin Specific)** widget groups.



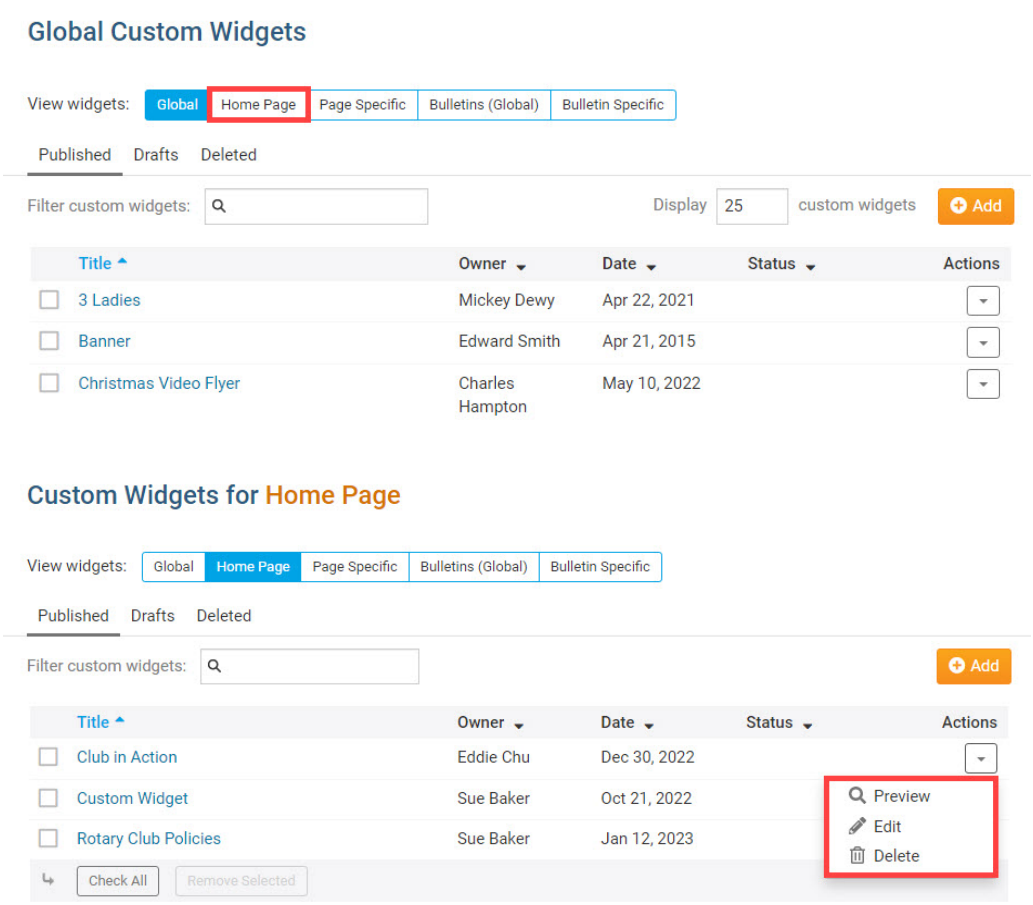
How to Permanently Delete a Custom Global or Page Specific Widget

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.



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**.



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.