ClubRunner

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How do I delete story tags?

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We have created a page which allows you to be able to delete tags for blogs and stories. We recommend deleting tags with spelling mistakes or ones created in error. To learn how to use this page please follow the steps below:

Note: To add a tag to a story please create or edit a story and add a tag located near the bottom of the page.

- 1. To view all of the tags used for your stories, you will first need to login to your website and access the **Member Area**.
- 2. In the navigation menu at the top of the Member Area, click on the **Website** option, and then select **Website Content**.
- 3. On the left hand side of the page, click on Libraries.
- 4. You will then be brought to the Getting Started page. To proceed, click on the Tags link.
- 5. This will take you to the Tags Management page.

Tags Management

Show Deleted	Show All	Show Active		
Filter records:				• Add Tag
Tag 🗸		Created Date 🚽	Creator 🗸	Actions
rotary news		Nov 16, 2017 at 3:20 PM	Kevin Turner	Delete
Rotary		Aug 10, 2017 at 11:54 AM	Kevin Turner	Delete
Showing all 2 recor	ds			

- 6. There are three different displays you can choose from:
 - Show Deleted This displays deleted tags.
 - Show All This displays all tags.
 - Show Active This displays non-deleted tags.

Tags Management

Show Deleted Shov	/ AllShow Active		
Filter records:			🗲 Add Tag
Tag 🗸	Created Date 🗸	Creator 🗸	Actions
rotary news	Nov 16, 2017 at 3:20 PM	Kevin Turner	Delete
Rotary	Aug 10, 2017 at 11:54 AM	Kevin Turner	Delete
Showing all 2 records			

7. On the right, you can click the Add Tag button to create a new tag to use in the future.

Tags Management

Show Deleted	Show All	Show Active		
Filter records:				
Tag 🗸		Created Date 🗸	Creator 🗸	Actions
rotary news		Nov 16, 2017 at 3:20 PM	Kevin Turner	Delete
Rotary		Aug 10, 2017 at 11:54 AM	Kevin Turner	Delete

Showing all 2 records

- 8. The chart has 4 different headings:

 - Tag This is the name of the tag.
 Created Date The date the comment was written.
 Creator The person who wrote the comment.

 - Actions There is a link named **Delete** which will delete the tag.

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Filter records:				G Add Tag
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rotary news	Nov	16, 2017 at 3:20 PM	Kevin Turner	Delete
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Showing all 2 records

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