# ClubRunner

# How to delete a Cloud Event
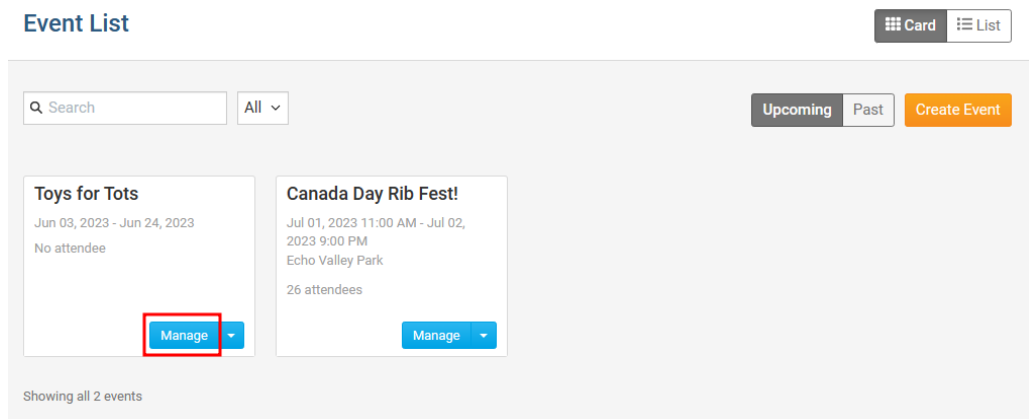
Michael C. - 2024-07-30 - Events & Calendar

Events still in draft mode or live events without any registrations can be deleted, in the event that they were created in error, as a test event, or they are simply no longer needed.
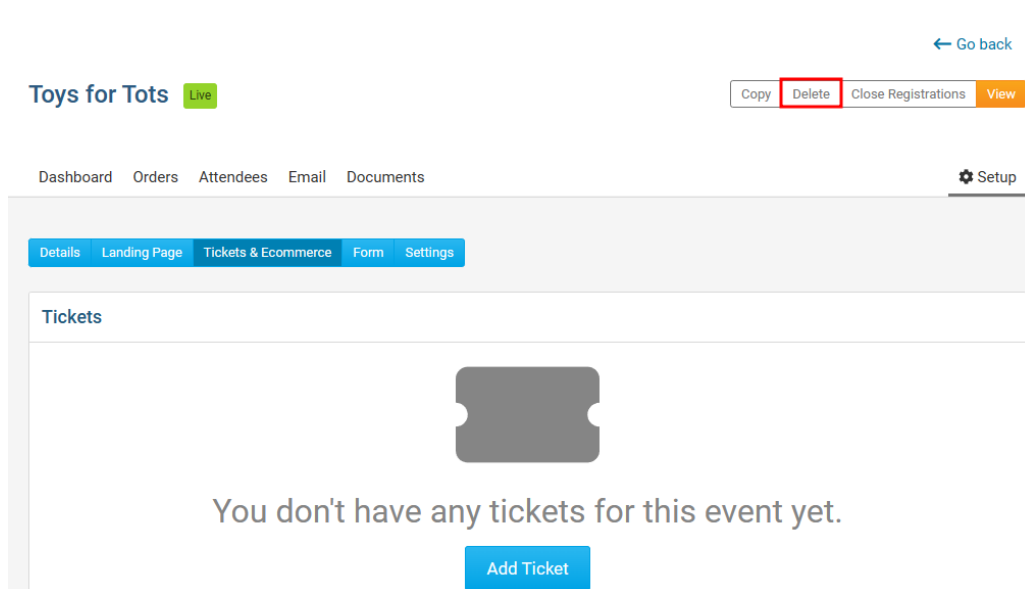
Warning

Once an event is deleted, it cannot be restored, and all the details will be removed.
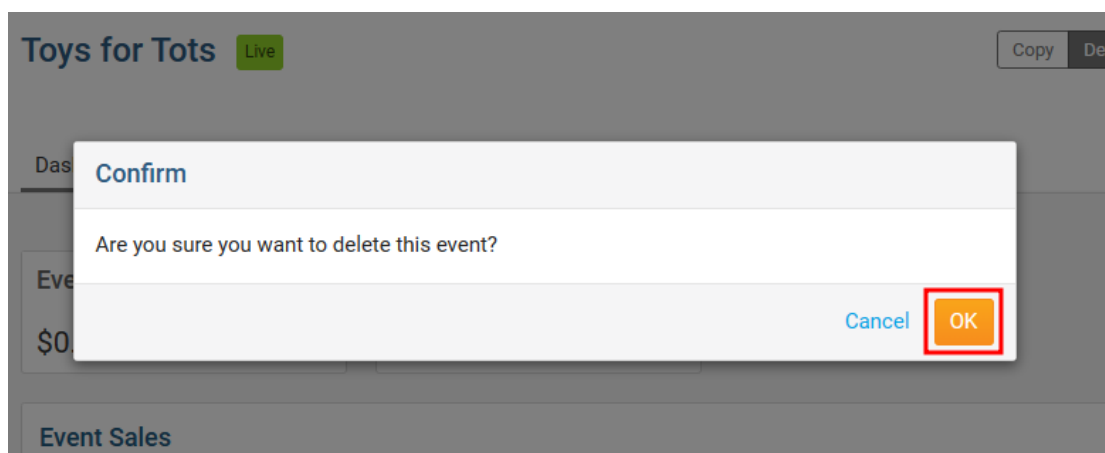
### Deleting an Event

1. In order to access **Cloud Events**, you must go to your website's homepage and log in. To do this please click the **Member Login** link near the top right.

2. After you enter your login name and password it will return you back to the homepage. Click **Member Area** near the top right.

3. Along the top of the screen, you will see several tabs. Click on the **Events** tab, and then click on **Cloud Events.**

4. You will then be brought to the **Event List** page, where you will be able to see each of your existing events. Click **Manage** on the event you would like to delete.



5. Near the top right of the page, click on the **Delete** button.

6. Click **OK** to confirm you would like to delete the event.



Note

If an event has active or canceled registrations, it cannot be deleted.