

How to delete a single occurrence of a recurring Calendar Item?

Omar S. - 2021-03-22 - Events & Calendar

Calendar Items are a great tool to use when your Club has a recurring event at a regular interval (eg, once a week), but what if there is an exception to the schedule? In this case, you are able to select the date of the exception and remove it.

1. To remove a single occurrence of a recurring Calendar item, you must go to your club homepage and log in. Then, click on **'Member Area'** in the top right corner of the website.
2. Along the top of the screen you will see several tabs in the blue navigation bar. Click on the **'Events'** tab.
3. Next, click on the **'Calendar Items (Recurring)'** link under Events
4. You are now on the list of Recurring Calendar items for your Club. Please select the **'Calendar'** view in the top right corner.

Manage Calendar Items

+

Add Calendar Item

Calendar

List

Filter records:

Title ▾	Start Date ▾	End Date ▾	Recurrency Type ▾	Show on Website ▾	
Club Meeting	Nov 02, 2019	Nov 02, 2019	Weekly	True	Edit Delete
1 Year Ago Event	Oct 10, 2018	Oct 10, 2018	Yearly by Date	True	Edit Delete
Haiti mission Fundraiser	May 25, 2018	May 25, 2018	One-time	True	Edit Delete

5. Navigate to the date of the occurrence you wish to remove using the arrow buttons to switch to a different month.

November 2019

+ Add Calendar Item

Calendar List

today



Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
					Club Meeting	
3	4	5	6	7	8	9
					Club Meeting	

6. Click on the occurrence you wish to remove.

November 2019

+ Add Calendar Item

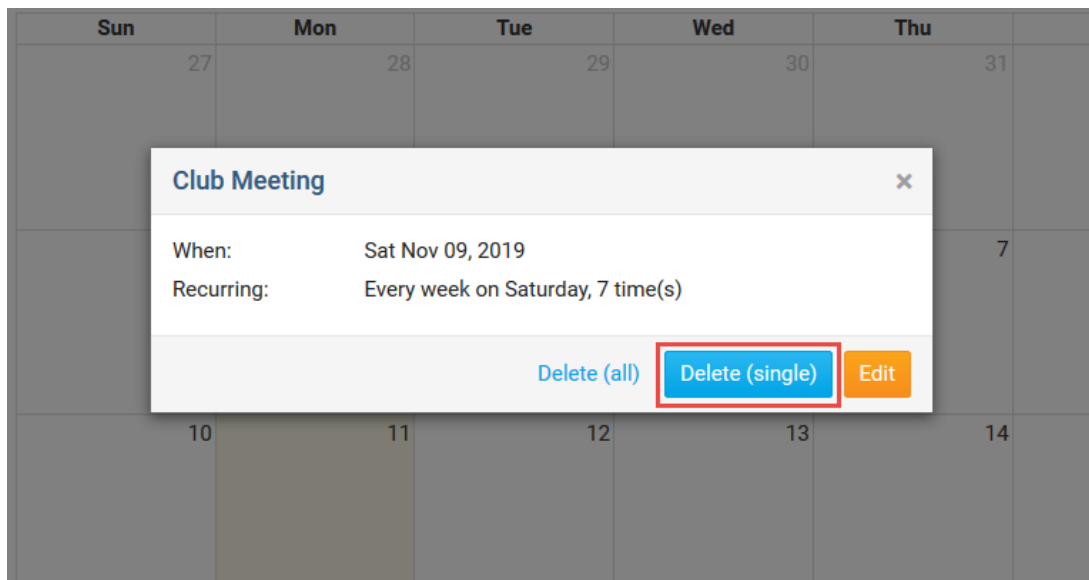
Calendar List

today



Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
					Club Meeting	
3	4	5	6	7	8	9
					Club Meeting	
10	11	12	13	14	15	16
					Club Meeting	
17	18	19	20	21	22	23
					Club Meeting	

7. A window will appear with the details for the specific date of the recurring event. To delete the single occurrence, click the blue **'Delete (single)'** button.



8. A confirmation box will appear asking to confirm that you would like to delete the single occurrence. Click Ok to confirm.

Once the deletion of the single occurrence has been confirmed, it will be deleted and removed from the Club's Calendar and will no longer be displayed.

Related Content

- [How do I add a Calendar Item?](#)