ClubRunner

[NOVA] How do I delete a single occurrence of a recurring calendar item?

Michael C. - 2026-10-13 - Events

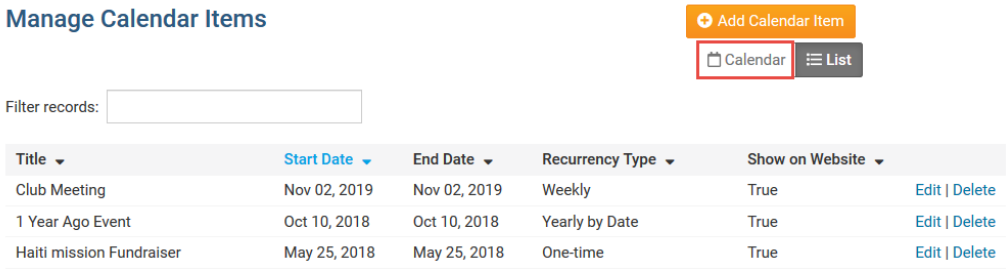
Calendar items are a great tool to use when your club has a recurring event at a regular interval (eg, once a week), but what if there is an exception to the schedule? In this case, you are able to select the date of the exception and remove it.

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-hand corner of the website.

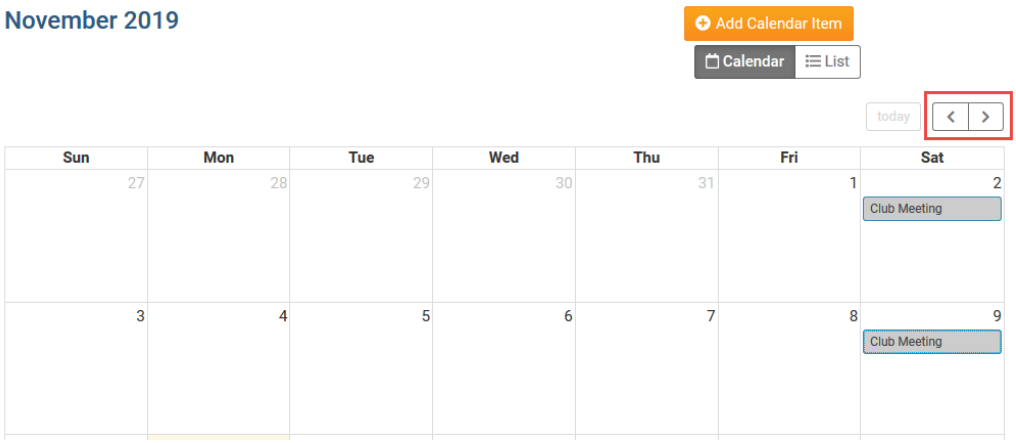
2. Along the left-hand side of the screen you will see several tabs in the navigation bar. Click on the **Events** tab.

3. Next, click on the **Calendar Items** link under Events.

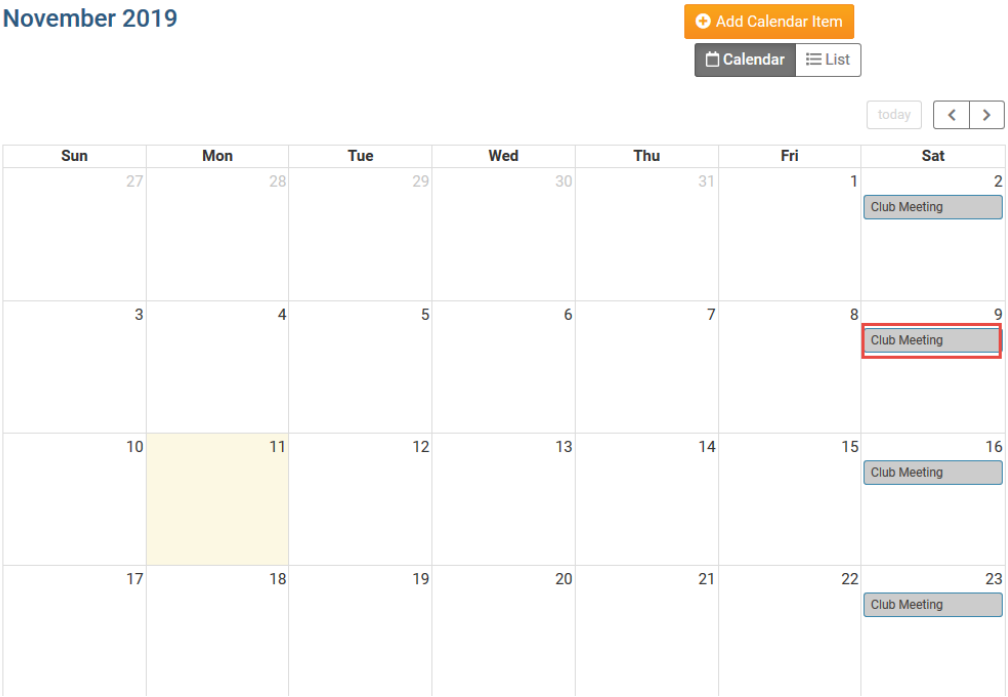
4. You are now on the list of Recurring Calendar items for your Club. Please select the **Calendar** view in the top right corner.



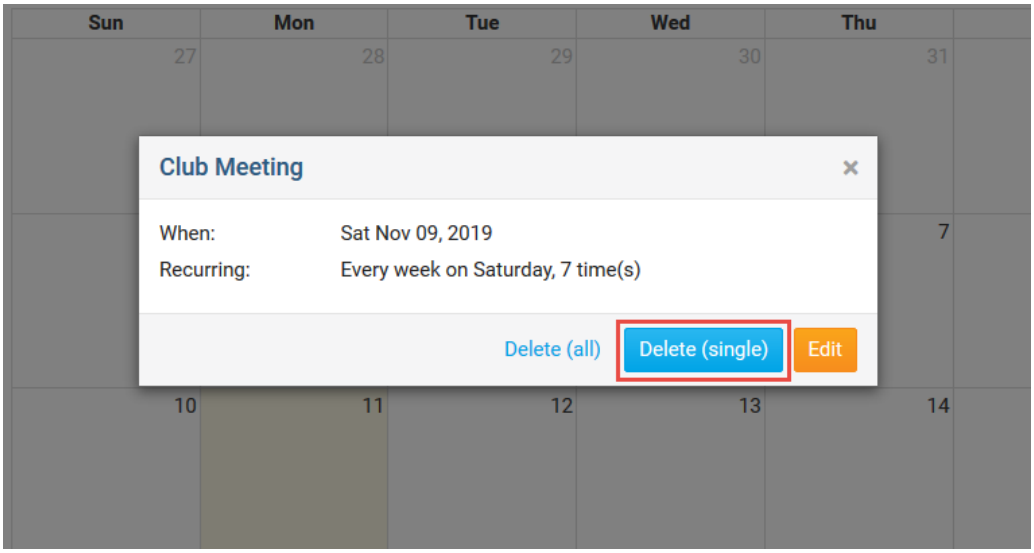
5. Navigate to the date of the occurrence you wish to remove using the arrow buttons to switch to a different month.



6. Click on the occurrence you wish to remove.



7. A window will appear with the details for the specific date of the recurring event. To delete the single occurrence, click the **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.

9. 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.