## Calendar Feature: How do I delete an Event that has been cancelled?

- 1. Select Calendar from your Web Builder Dashboard
- 2. Scroll to the event listed in your events queue directly below your calendar
- 3. Click the Event Title you want to delete. This will bring you to the full description page of your event
- 4. Hover your mouse over the event so that your Edit tab will appear
- 5. Select Delete This Event
- 6. Save Your Changes. Your event has been updated

\*Remember to publish your website for your changes to appear on your live site

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