# *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

*Unique solution ID: #1233*
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*Last update: 2011-07-06 22:21*


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URL: http://support.homespunwebsites.com/content/5/234/en/how-do-i-delete-an-event-that-has-been-cancelled.html