

How do I delete an event?

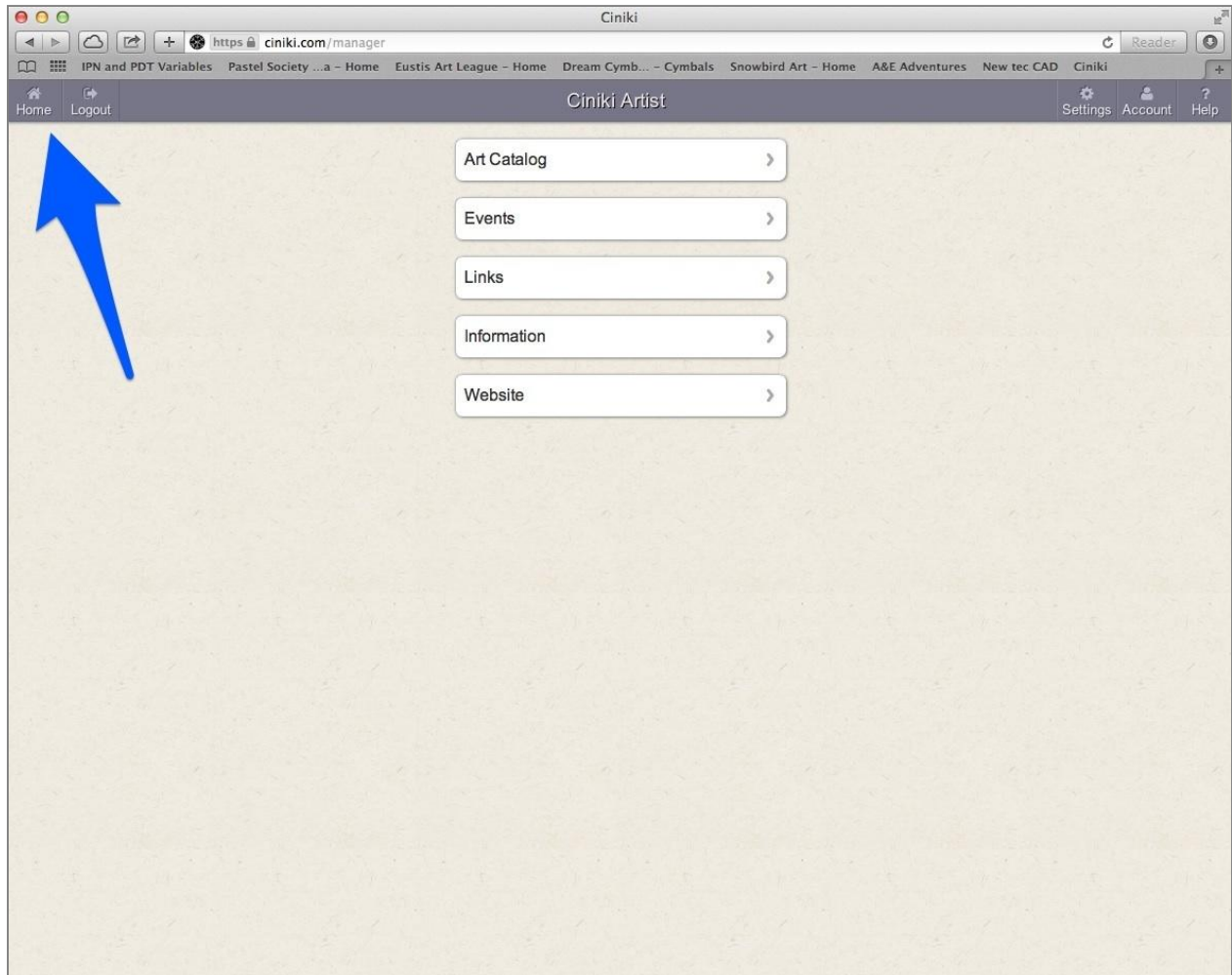
This tutorial explains how to remove an event from Ciniki, which will also remove it from your website.

How do I delete an event?

Step 1 of 6 - Click Home

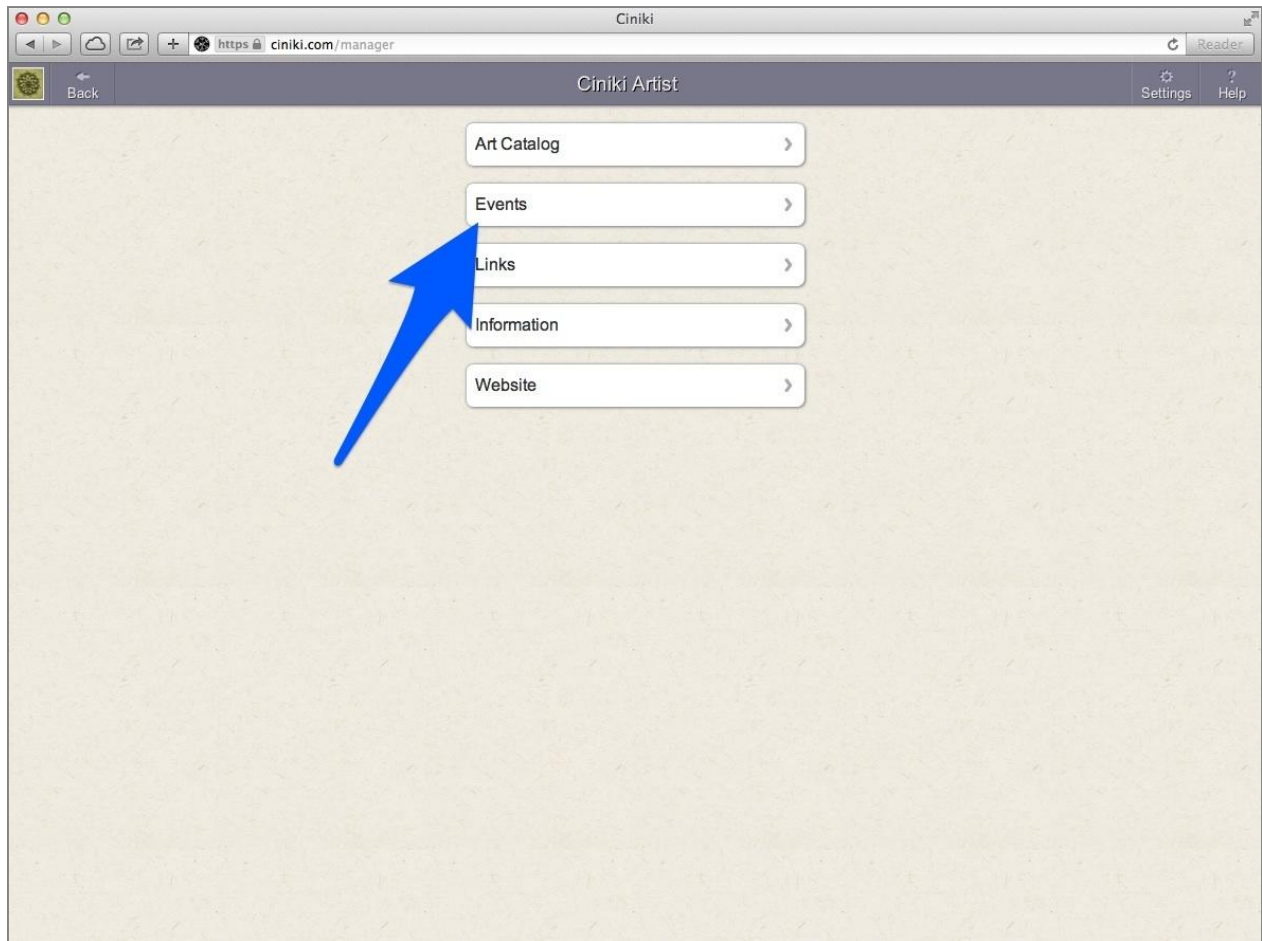
Click on the Home button in the top left of the Ciniki window to return to your main menu. This is the screen you see when you first login to Ciniki. If you are already at your home screen, the screen will not change.

If you are not yet logged into Ciniki, refer to: <http://ciniki.com/tutorials> for more information on how to log into the Ciniki Manager.



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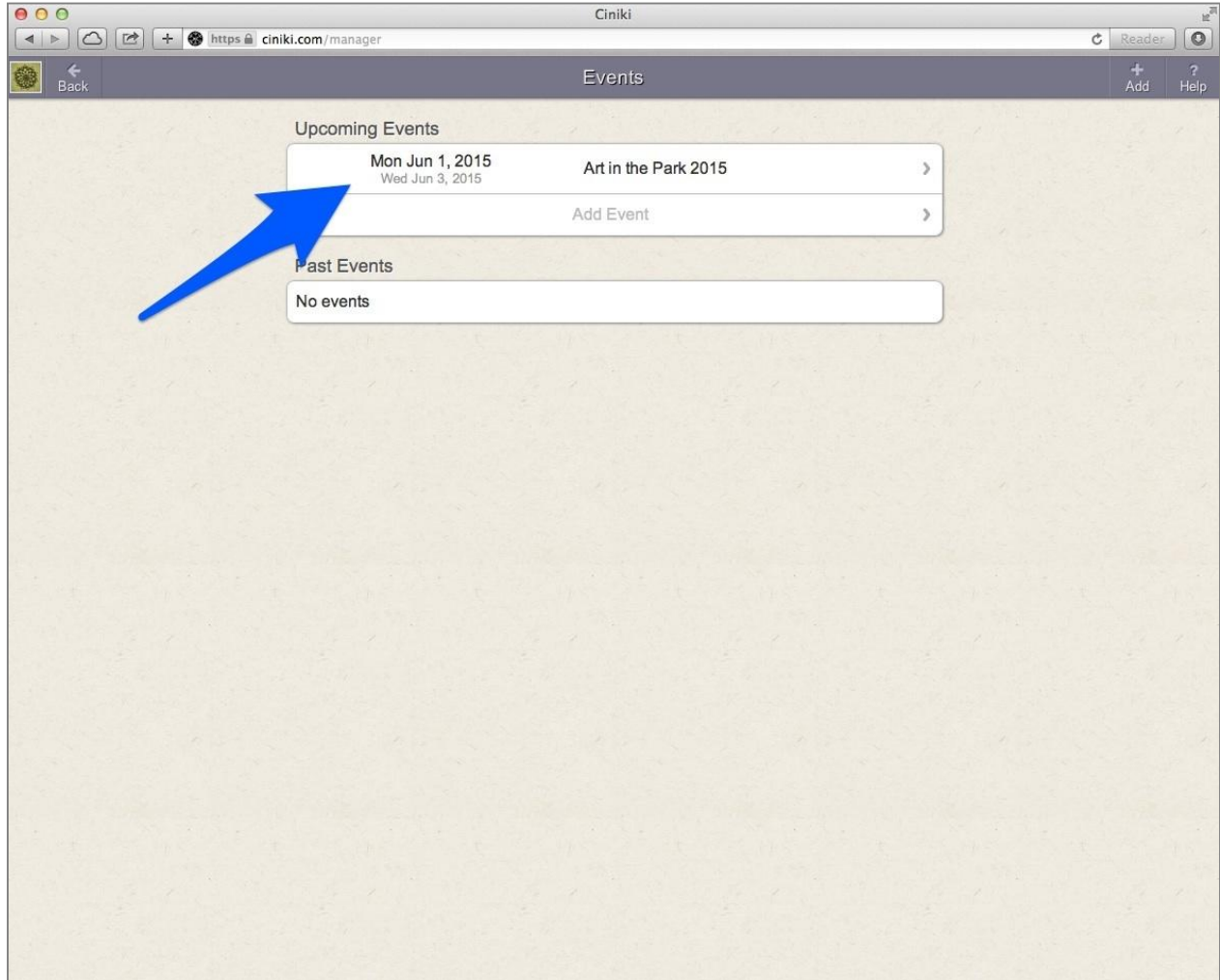
Step 2 of 6 - Click on Events



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Step 3 of 6 - Click on the Event

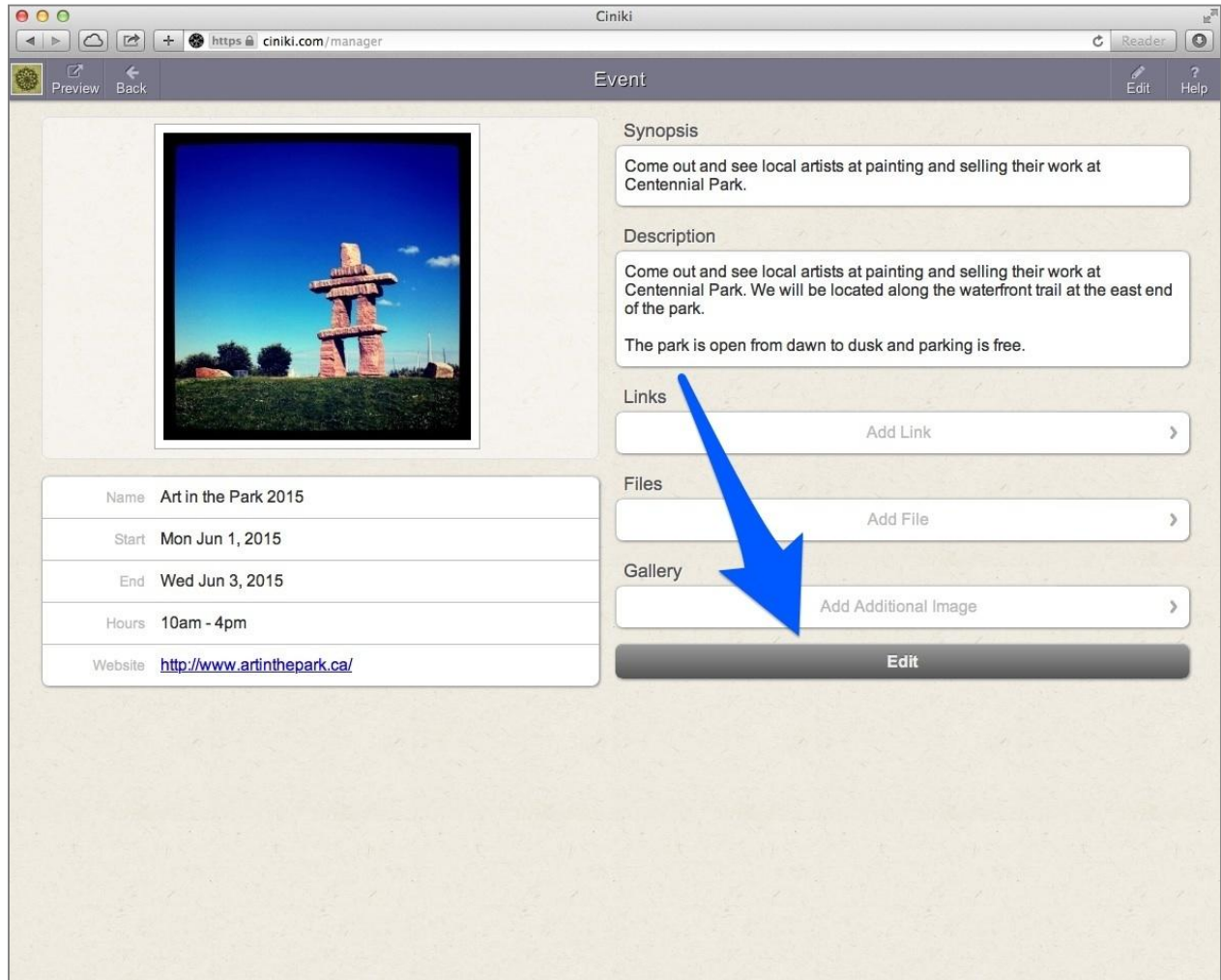
Click on the Event you would like to delete.



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Step 4 of 6 - Click on Edit

Click on Edit to remove an event.



The screenshot shows a web browser window with the URL <https://ciniki.com/manager>. The page title is "Event". The interface includes a navigation bar with "Preview" and "Back" buttons on the left, and "Edit" and "Help" buttons on the right. The main content area is divided into two columns. The left column features a large image of a wooden sculpture in a field. Below the image is a table with event details:

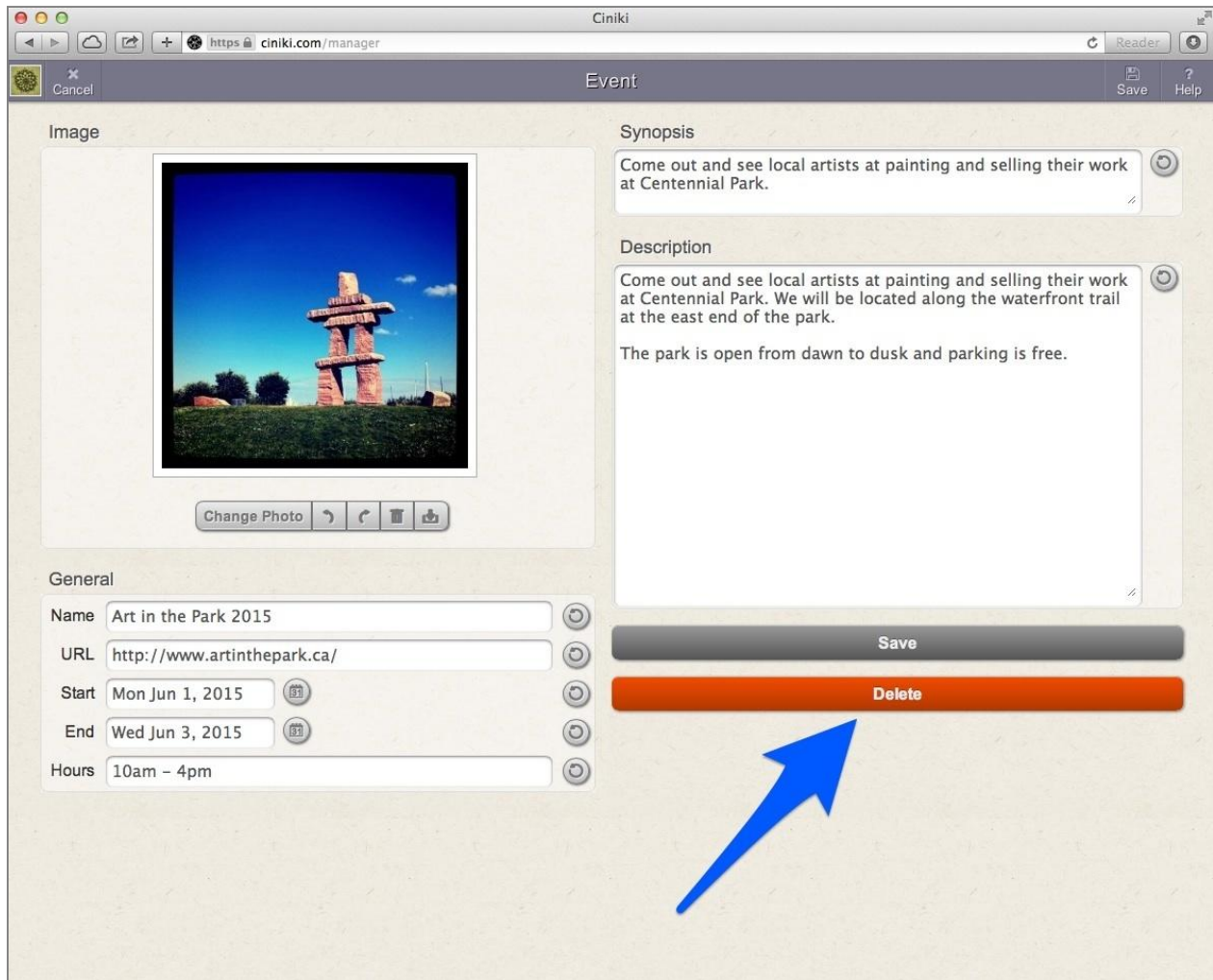
Name	Art in the Park 2015
Start	Mon Jun 1, 2015
End	Wed Jun 3, 2015
Hours	10am - 4pm
Website	http://www.artinthepark.ca/

The right column contains text input fields for "Synopsis", "Description", "Links", "Files", and "Gallery". Each field has a corresponding "Add" button with a right-pointing arrow. A large blue arrow points from the "Add Link" button down to the "Edit" button, which is a dark grey button located at the bottom right of the main content area.

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Step 5 of 6 - Click on Delete

****WARNING**** This will remove the event, including additional images, links and files. This information is not recoverable. Only proceed if you really want this event removed.



How do I delete an event?

Step 6 of 6 - Click on OK

If you are sure you want this event removed, click on OK.

Your event will now be removed.

