Deleting Events

> 🔒 **Security Note**
>
> To delete events, your user will need the following permission set for your user group in Group Administration: **Basic: 2.4** *Delete Events*, as well as Edit, Delete, Copy object-level security for the event.

To Delete an Event or Event Draft

1. Find the Event

Search for the event you wish to delete or choose it from your dashboard starred events. Tap or click on the event name to view the event's details.

2. Use the Delete Event Link

Choose **Delete Event** in the More Actions display, if your user has appropriate permissions.

Image: Select Delete Event from the More Actions display in the Event Details.
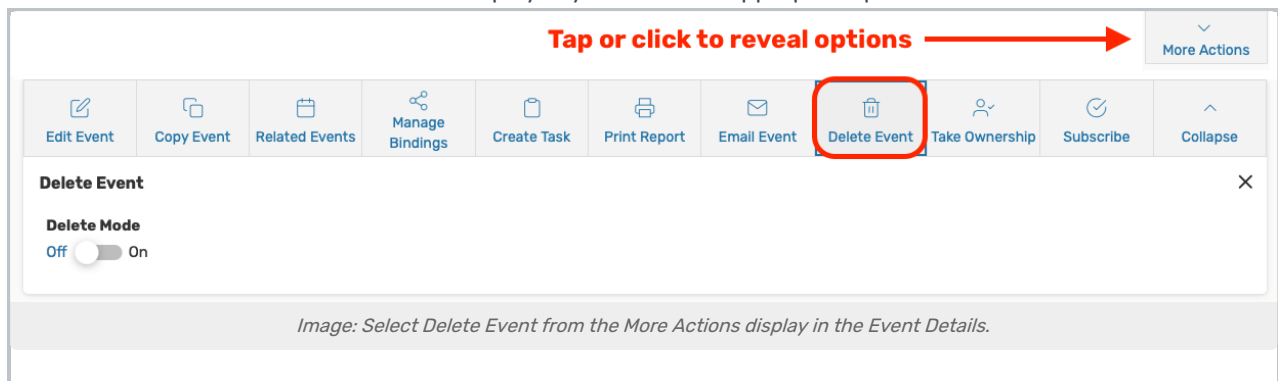
To help prevent accidental deletions, you must first toggle **Delete Mode** to **On**.

Use the **Delete Event** button. A message asks you to confirm the deletion. Click **OK** to continue.

> ⚠️ **Warning: This Action is Permanent**
>
> A deleted event can't be viewed, edited, or retrieved again. Once deleted, the event will no longer be available in the Series25 database. If you want to keep a record of an event, cancel the event rather than delete it.