

## 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.

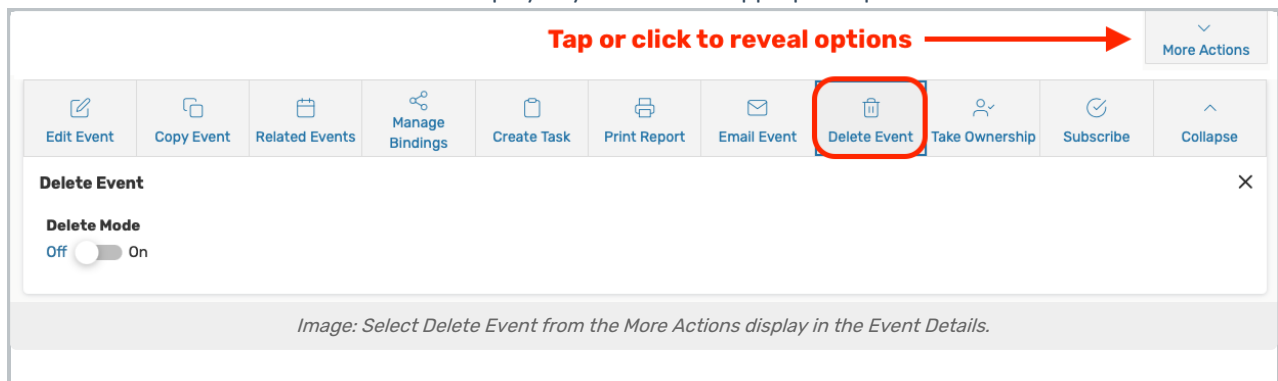
## To Delete an Event or Event Draft

### 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.



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.