

Deleting Events

Deleting an Individual Event


Deleting an individual event is a straightforward process:

1. First, make sure you are signed into localendar. You cannot delete events via a [published calendar view](#).
2. Click on an Event's title to open it in the Event Editor
3. Click the Delete button on the Event Editor

Deleting all Events within a Date Range

1. Click "Options" on the [localendar menu](#), then select the Events tab
2. Click the link under "Clear Calendar Events":

Clear Calendar Events

To clear your calendar for a specified date range, [click here](#) 

3. Enter the date range you would like to clear

Clear Calendar Events

Warning: This is a destructive action!

To erase all events on your calendar within a specific date range, please supply a date range in MM/DD/YYYY format and press the Clear Events button

Clear events from

to

Clear Events

What is not Deleted

Clearing a date range will not delete:

- Events being [merged](#) in from another calendar or [iCalendar feed](#)
- A subset of a repeating event's occurrences that falls within the date range

A note regarding Repeating events

If your date range includes **the first occurrence** of a Repeating Event, when that event is deleted all future occurrences are also removed (even if they fall outside the date range you specified)

Deleting a Specific Instance of a Recurring Event

If you want to prevent a specific instance of a recurring event from being displayed, you should use the Event Editor's [Skip-list functionality](#)