

Objective: Deleting an Event with Registered Attendees

Scenario: You have an Event that you would like to delete from your records. This Event already has people Registered. To delete an Event, the Roster Listing cannot contain any Registrants.

Note: If you attempt to delete an Event that has current Registrations, the "CAN NOT DELETE" popup appears. This intentionally protects you from deleting an Event that has important information attached. This Tutorial will result in deleting both the Event and Registrations. Deleted data will not be retrievable.

Step 1: Click on the Register tab. Find the Event that you would like to delete. Click on the Roster tab. (Fig. A)

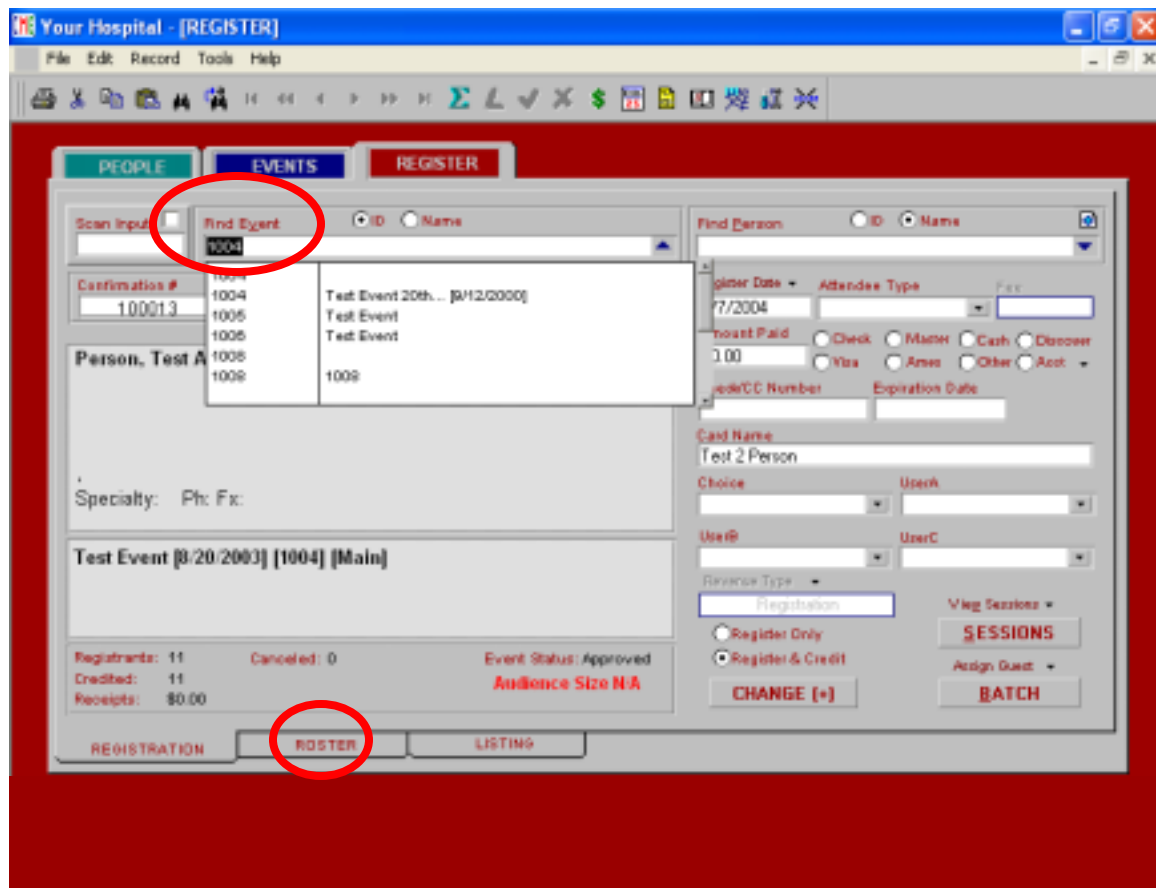
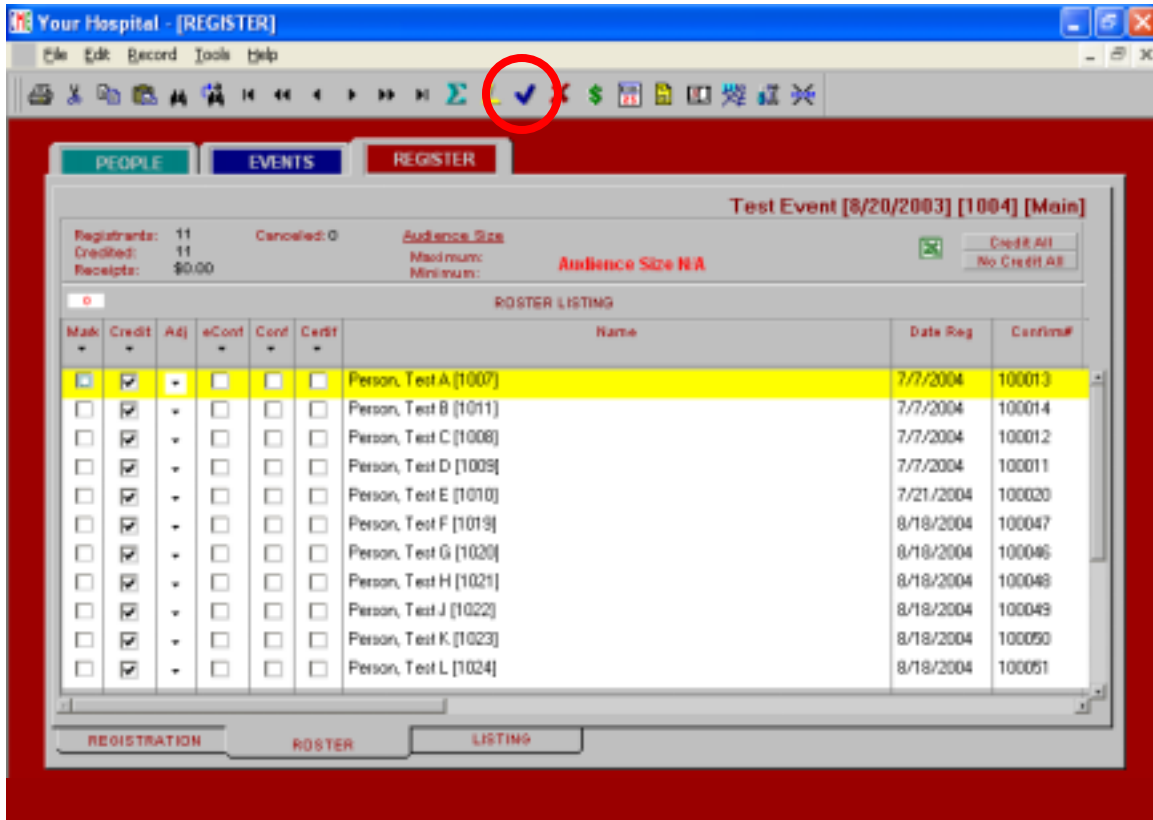


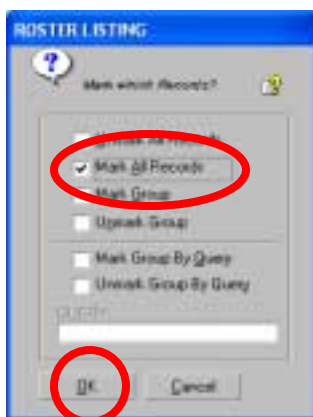
Fig. A

Step 2: Click on the Blue Checkmark icon. ([Fig. B](#))



[Fig. B](#)

Step 3: The ROSTER LISTING popup appears. Click to check the box next to Mark All Records. Click on OK. ([Fig. C](#))



[Fig. C](#)

Step 4: The Records are now all Marked. Click on the Red X icon. (Fig. D)

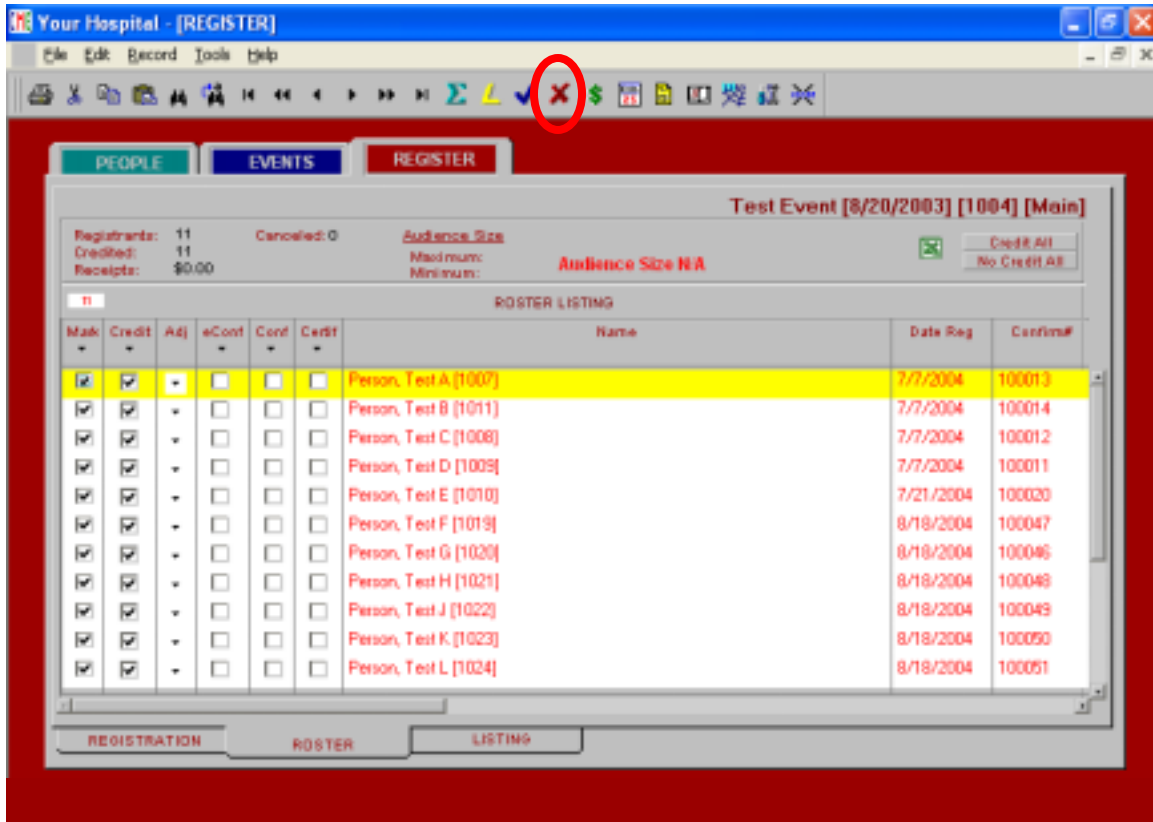


Fig. D

Step 5: The ROSTER LISTING popup appears. Click to check the box next to Delete Marked Records. Click on OK. (Fig. E)



Fig. E

Step 6: The CONFIRM DELETE popup appears. Click on Yes. (Fig. F)



Fig. F

Step 7: The Roster Listing is now empty. (Fig. G)

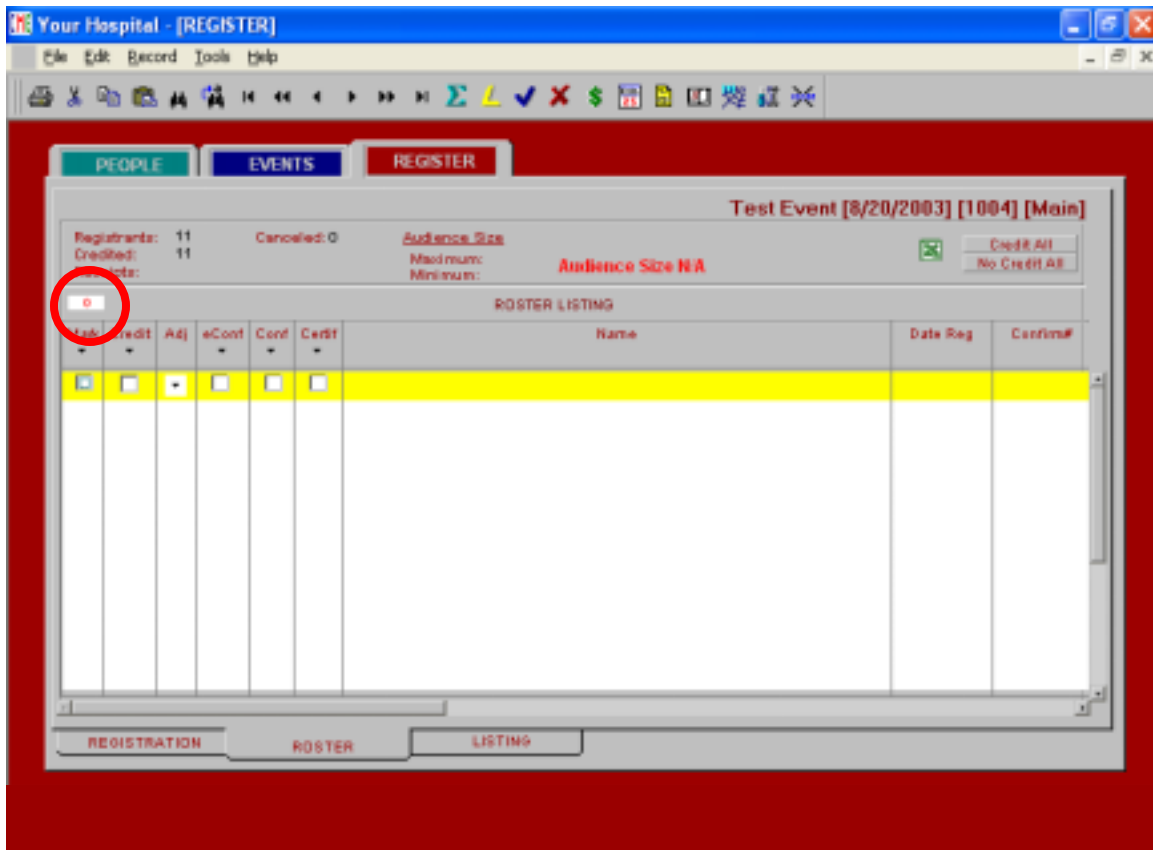


Fig. G

Step 8: Click on the EVENTS tab. Click on the Red X icon. (Fig. H)

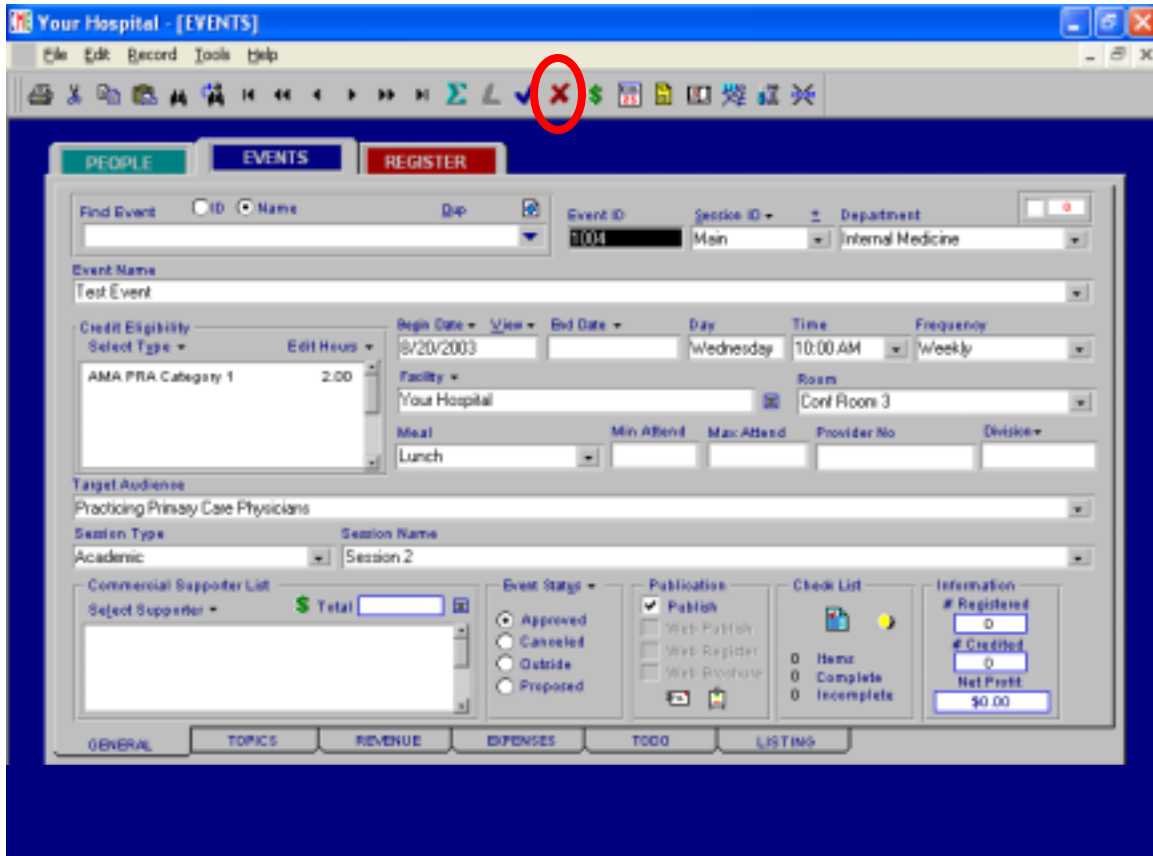


Fig. H

Step 9: The EVENTS LISTING popup appears. Click to check the box next to Delete Current Record. Click on OK. (Fig. J)



Fig. J

Result: This Event has now been deleted from your Records.