Deleting Events - VCE Unit Office Calendar System

In this module, we will review how to delete events in the VCE Calendar system.

Deleting an Event from All Calendars

First, we'll review deleting an event from all calendars for which the event is listed.

Click on the date that the event is taking place. This will display a list of all of the events taking place on that day in that unit. You will also see all other units that the event is tagged with, if any.

In the above example, this event, that's on the Washington County calendar, has been added to all units in the Southwest District and is in the Animal Agriculture topic category.

To delete this event completely from the calendar, including from all other calendars the event is displayed on, click the "Delete" button. You will get a caution message that reminds you that you will be deleting this event off of all calendars on which it appears. We know that this is the case, so click "OK."

The event will be removed from the "Existing Events" section for that date and calendar, and has been removed from all other calendars that it was being displayed on.

Removing an Event from an Included Calendar

There may be a time when you wish to keep an event in the calendar, but wish to remove it from one or more unit calendars that the event is currently being displayed on. This could be due to a change in the event plan, or perhaps a unit whose calendar the event was displayed on doesn't believe the event is appropriate for their calendar.

In this case, click the "Edit" button under "Existing Events." Go to the list of units in the "Add to other office calendar" menu item. To remove a unit, hold down the control (Ctrl) key and deselect the unit you wish to remove on the list. If you click

without holding down control, you may accidentally remove all other units from the list as well.

If someone has selected the "All units in" option for a particular district, you will need to deselect that option, and individually select all other units in the district other than the unit you wish to remove.

Once you are finished editing, click the "Replace Event" button.