

# Removing an Event from the HBA Website

Last Modified on 10/22/2025 9:13 am EDT

**Creation Date:** Aug 23, 2023

**Created By:** Bridget Fairbanks

[View most recent version](#)

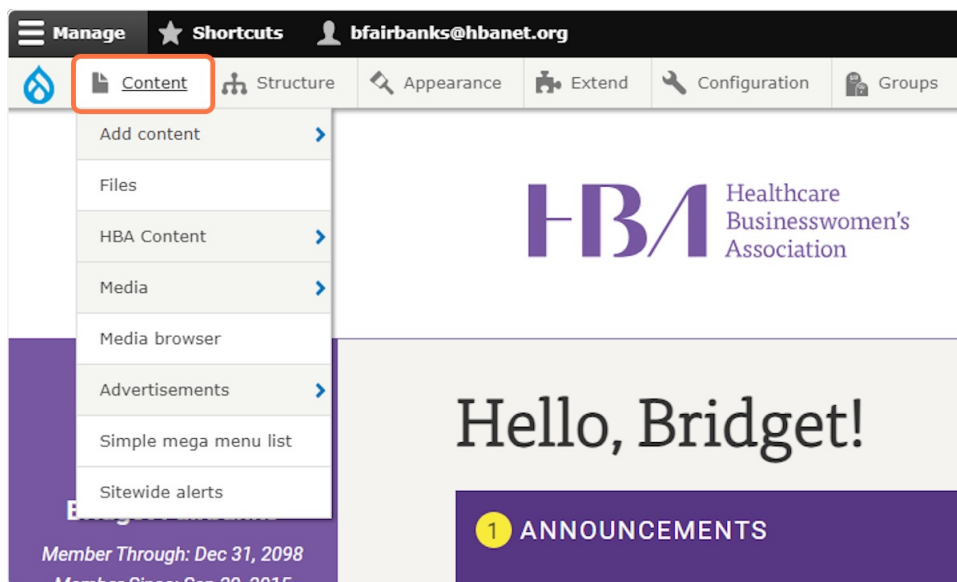
---

## 1. IN PROTECH, CHANGE THE SETTINGS OF THE EVENT TO UNPUBLISH THE EVENT.

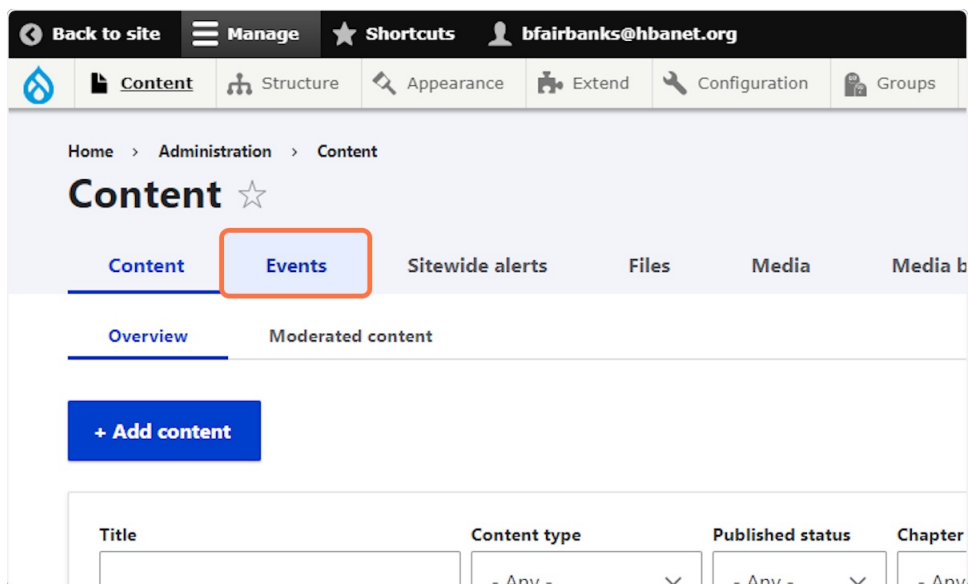
1. Click on the **Web Parameters** tab and change the "**Exclude from Drupal calendars**" field to YES.
2. In the **Registration Setup** tab, open up each pricing tier and change the "**Include in Informz digest**" field to NO.
3. Click Save & Close and exit the event setup.

## 2. LOGIN TO YOUR HBA ACCOUNT ON THE HBA WEBSITE

## 3. CLICK ON CONTENT



#### 4. CLICK ON EVENTS



#### 5. TYPE THE NAME OF THE EVENT (IN THIS EXAMPLE I USED "CAREER CONVERSATIONS")

Admin Events ☆

Content

Events

Sitewide alerts

Files

Media

Media browser

Simple

+ Add event

+ Import events

Title

Career Conversations

Location type

- Any -

Meeting type

- Any -

Chapter

- Any -

Title

Career Conversations 38

WIH Give Back: Leaders Impacting Health Equity

2023 HBA Career Conversations Series Breakfast

## 6. CLICK ON APPLY

Media browser

Simple mega menu list

Advertisements

Chapter

- Any -

Apply

Start Date

Chapter/Affiliate

Feat

03/16/2023 - 12:00

[HBA Global](#)

No

01/01/2023 - 10:00

[HBA Global](#)

No

## 7. CLICK ON THE EDIT BUTTON NEXT TO THE EVENT YOU WANT TO REMOVE

Webinar	Edit	▼
Recorded Webinar	Edit	▼
	Edit	▼
	Edit	▼

8. SCROLL TO THE BOTTOM OF THE PAGE AND CLICK "DELETE"

Chapter region

☐ Featured Events

☐ Exclude From Drupal

Save

Delete