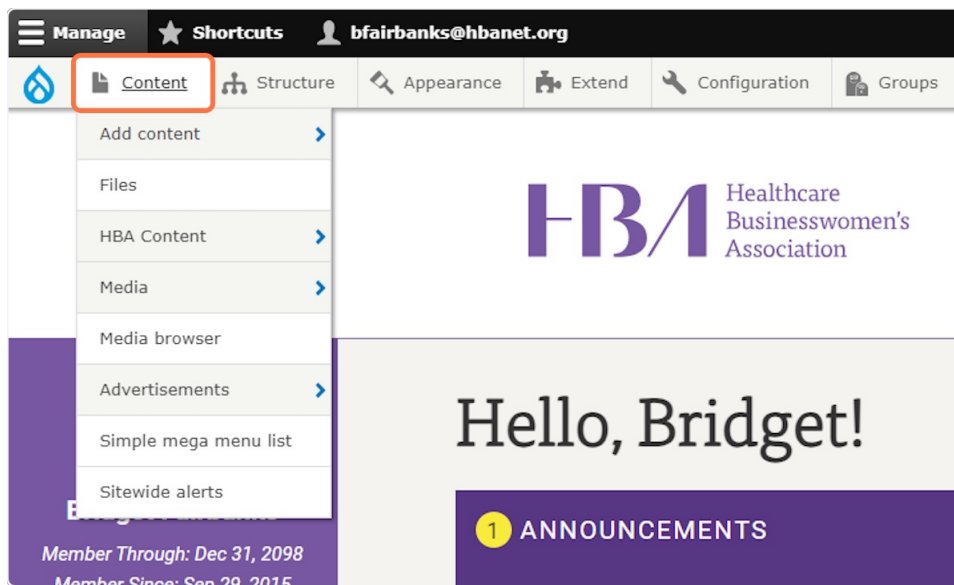


Removing an Event from the HBA Website

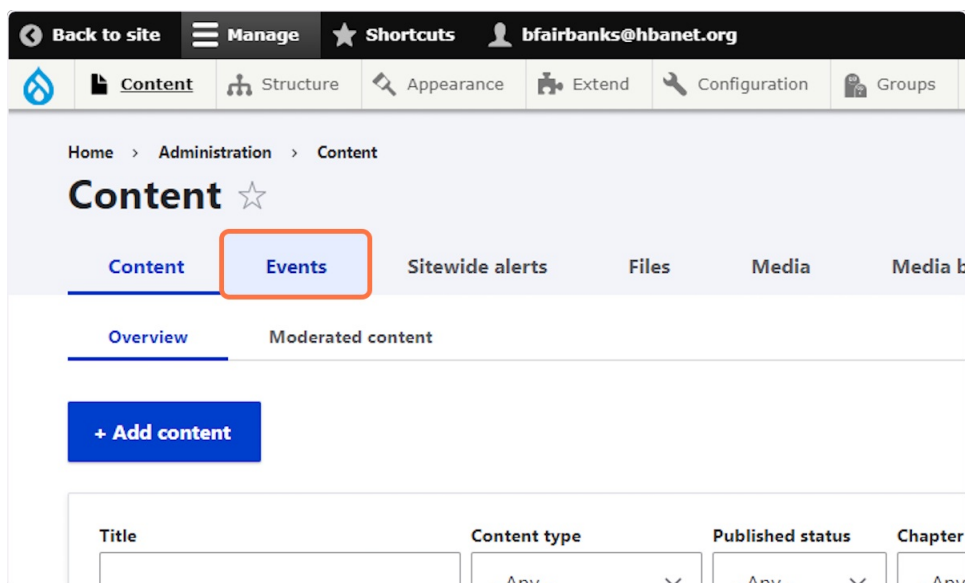
Last Modified on 09/06/2023 10:14 am EDT

1. Log into your HBA account

2. Click on Content



3. Click on Events



4. 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

Location type

Meeting type

Chapter

Career Conversations

- Any -

- Any -

- Any -

Title

Career Conversations 38

WIH Give Back: Leaders Impacting Health Equity

2023 HBA Career Conversations Career Pathway

5. 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 |

6. Click on the Edit button next to the event you want to remove

| | | |
|------------------|------|---|
| Webinar | Edit | ▼ |
| Recorded Webinar | Edit | ▼ |
| | Edit | ▼ |
| | Edit | ▼ |

7. Scroll to the bottom of the page and click "Delete"

Chapter region

☐ Featured Events

☐ Exclude From Drupal

Save

Delete