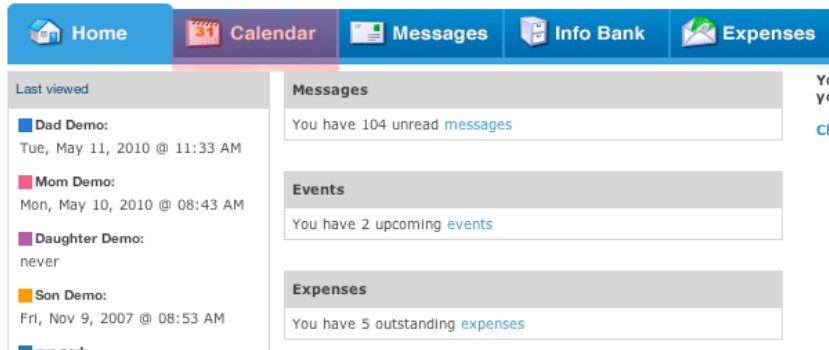
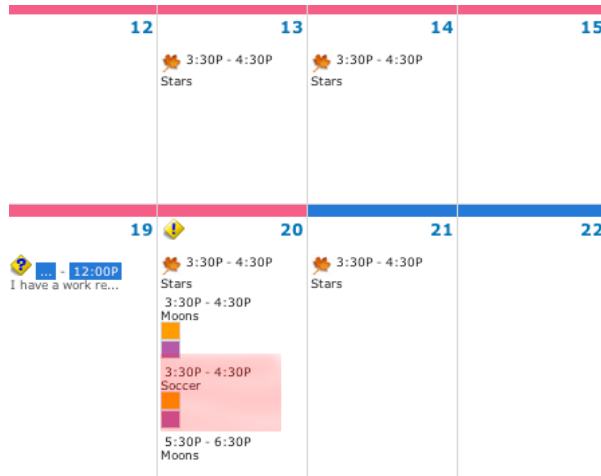


How do I delete/edit a one time event on the calendar?

If you want to delete/edit an event for the calendar you must first go to the calendar.



1. Find the event you wish to edit or delete on the calendar and click on it.



2. Once you've opened the event detail screen, you can choose to either "edit" or "delete". To delete, simply select the "delete" link

and to edit, select the “edit” link.

The screenshot shows a web application interface with a blue navigation bar at the top containing icons and labels for 'Calendar', 'Messages', 'Info Bank', 'Expenses', and 'Resource'. Below the navigation bar is a 'Event Details' section. On the left side of the event details, there is a calendar grid showing dates from 30 to 5. The event details include the following information:

- Creator: Dad Demo
- Created: 05/12/2010 at 06:35:50 AM
- Title: Soccer [edit | delete]
- Begins: 03:30PM 05/20/10 Drop off parent: Not Specified
- Ends: 04:30PM 05/20/10 Pick up parent: Not Specified
- Repeating:
- Event for: Not Specified
- Children: Daughter Demo Son Demo
- Location:
- Notes:
- Icon: none
- Send Reminder: No
- Private: No

3. If you are editing the event, the “create and event” window will open and you can change the event details as you wish. Remember to select “save changes” when you are done.