



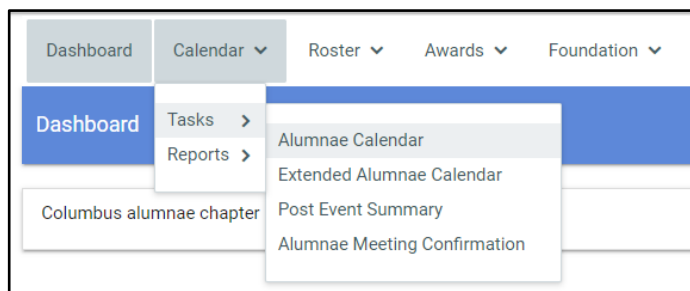
How to Remove an Event from Your Anchorbase Calendar

Remove an event from your calendar if:

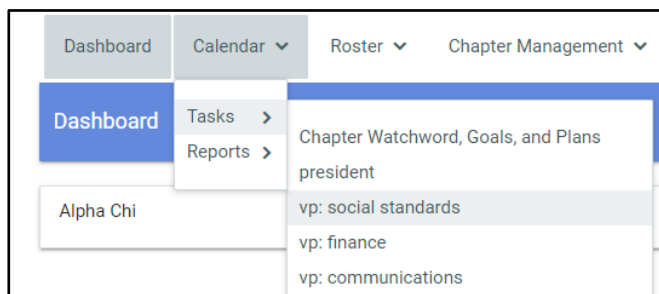
- The event was cancelled and will not be rescheduled
- An event was created in error

To remove an event from your Anchorbase calendar:

1. Log in to Anchorbase
2. Click on Calendar, then Tasks, then the appropriate calendar.
 - a. **For Alumnae:** Click the Alumnae Calendar or Extended Alumnae Calendar as shown below:



- b. **For Collegians:** Click the appropriate officer calendar. In this example, we will use the vp: social standards calendar task to remove a social event:



3. On the Overview step, click the blue Continue button.

Overview Selection Enter Information Validation Receipt

Step: Overview

CONTINUE
(Selection)

After your calendar planning meeting, enter the dates agreed upon by your executive board. Utilize the [Delta Gamma Fraternity Standards for Alumnae Groups](#) and the [Alumnae Group 5 Star Programming Ideas](#) resources for additional information about planning your group's programming for the next fiscal year. Alumnae groups should consider entering their calendar dates for the upcoming fiscal year by June 1.



4. On the next step, Selection, choose the calendar you wish to edit (1) and then click Continue (2):

Overview Selection Enter Information Validation Receipt

Step: Selection

PREVIOUS (Overview) CONTINUE (Enter Information)

Select the current year's calendar below. You will update this task throughout the year.

Select	Year	Status	Date Submitted	Date Posted
<input type="checkbox"/>	2019-2020	Submitted by Rachel Renae Hamil	1/23/2020	7/28/2019

View Note

5. On the Enter Information step, you will edit the calendar events submitted previously. Scroll through the list until you locate the event that you need to remove.

For example, here is an event that was cancelled:

Alumnae Event 15 Description

OSSB 5k fundraiser - 100% of every race entry

Alumnae Event 15 Date

12/10/2019

Alumnae Event 15 Start Time

6:00 PM

Alumnae Event 15 End Time

9:00 PM



6. Click on a date or time field. Use the backspace to remove the date/time until the fields are blank.

Alumnae Event 15 Description
Alumnae Event 15 Date
Alumnae Event 15 Start Time
Alumnae Event 15 End Time

7. Repeat step 6 for any other events that need to be removed. You may edit multiple events in a session. When you are finished editing events, scroll to the bottom of the page and click Continue to proceed.
8. On the Validation page, review your responses for accuracy. If you need to make any changes, click Previous to return to the Enter Information step. If you are pleased with your changes, type your name and date exactly as shown above the lines then click Continue.

Type your name and date as shown to certify the information you entered is correct. Then click the blue "Continue" button.		
Katherine	Dodge	4/23/2020
Katherine	Dodge	4/23/2020



9. The Receipt confirms that you submitted the task. It is important to proceed all the way to this step to ensure your updates are submitted.

Overview

Selection

Enter Information

Validation

Receipt

Step: Receipt

GO TO TASK CENTER

The receipt below certifies that you completed the form. Once the calendar is complete, your RAS/ADC will be notified that it has been submitted and will then be able to view your group's events and meetings for the year.

To view your calendar, click on Calendar > Reports > Spreadsheet Style or Calendar Style. The Spreadsheet Style report can be exported to share with your group members.

Summary

Title:	Alumnae Calendar
Description:	
Batch #:	2004231-000-2

10. Click Go To Task Center to return to your Dashboard. Overdue task notices will update approximately 15 minutes after you submit changes.
11. Collegiate officers will need to inform their programming adviser and advisory team chair (ATC) of changes made.

If you have further questions please contact Anchorbase@deltagamma.org.