



## Delete Calendar



# Table of Contents

Delete Calendar ..... 1



# Delete Calendar

***Attendance > Maintenance > Campus > Delete Calendar***

This page allows you to delete a current year calendar for a specific campus and track.

A grid displays the campuses to which you have access.

Campuses that do not have established tracks are not displayed.

For tracks that have calendars, the check box is red.

For tracks that do not have calendars, a check box is not displayed.

Under Track, select the track for the calendar you want to delete. You can select multiple tracks.

Click Delete. A message is displayed asking you to confirm that you want to delete the calendar.

Click Yes to delete the calendar. Otherwise, click No.



Back Cover