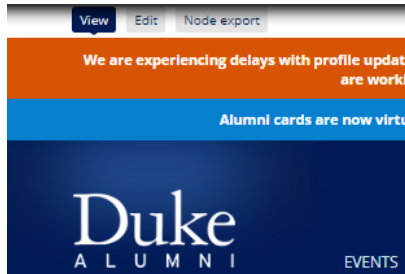


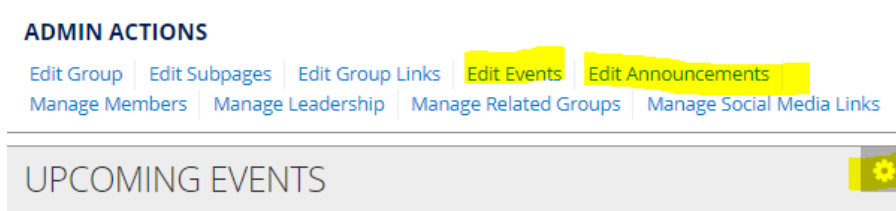
## Editing and Removing Events and Announcements

### Editing Events & Announcements

You can edit an Event or Announcement either by clicking on the Event/Announcement itself and then the Edit button at the very top of the screen:



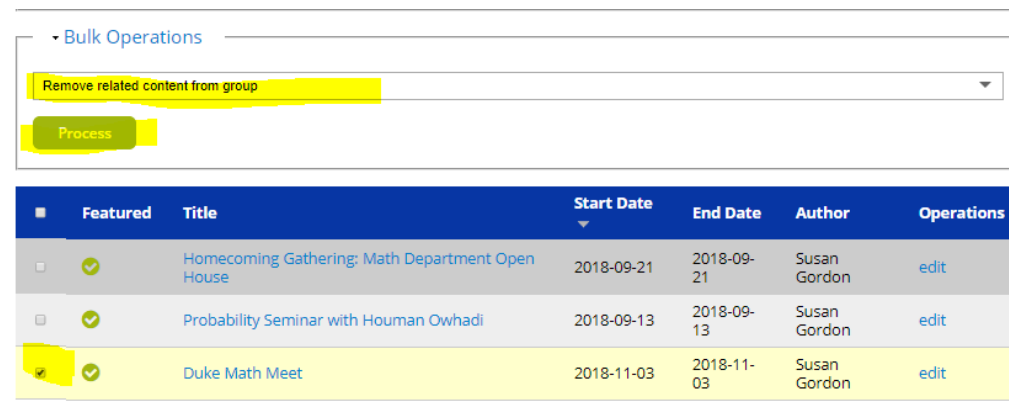
Or, you can use the 'Edit Event' or 'Edit Announcement' section of the Admin dashboard, or the cogwheel on that section of the group page



Note: You can only edit events/announcements that you created yourself. If another Admin in the group created the event, or an Admin from another group added their event to your group page, you cannot edit the event/announcement itself.

### Deleting Events/Announcements

You can remove an event or announcement from your group page by clicking on the 'Edit Events' link or the cogwheel for that section, selecting the check box next to the event, and then in the 'Bulk Operations' section select the 'Remove related content from group' and click Process



Featured	Title	Start Date	End Date	Author	Operations
<input checked="" type="checkbox"/>	Homecoming Gathering: Math Department Open House	2018-09-21	2018-09-21	Susan Gordon	edit
<input checked="" type="checkbox"/>	Probability Seminar with Houman Owahdi	2018-09-13	2018-09-13	Susan Gordon	edit
<input checked="" type="checkbox"/>	Duke Math Meet	2018-11-03	2018-11-03	Susan Gordon	edit