

Editing and Deleting Events

You can update event details at any time, or remove events that are no longer relevant.

Editing an event

1. Navigate to **Admin > Events**
2. Find the event in the list
3. Click the **pencil icon** (✎) in the Actions column
4. Update any fields you need to change
5. Click **Save**

Changes are reflected on the public site immediately.

Deleting an event

1. Navigate to **Admin > Events**
2. Find the event in the list
3. Click the **bin icon** (🗑) in the Actions column
4. Confirm the deletion when prompted

⚠ Deleting an event removes it permanently. If you're unsure, consider editing the event to remove it from public view rather than deleting it entirely.

Tips

- If an event has been cancelled, consider updating its title to include "(Cancelled)" and adding a note to the description rather than deleting it; this way people who bookmarked the link still get useful information
- The events list shows the event title, date, venue, and organiser at a glance, making it easy to find the one you need

Revision #1

Created 24 February 2026 16:52:39 by Junovy Support

Updated 24 February 2026 16:52:39 by Junovy Support