



How to Remove an Event from Your Anchorbase Calendar

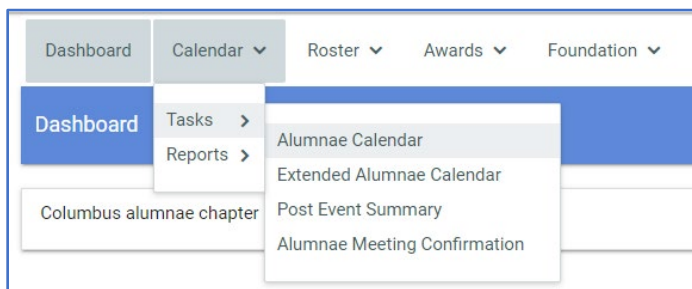
ALUMNAE

Remove an event from your calendar if:

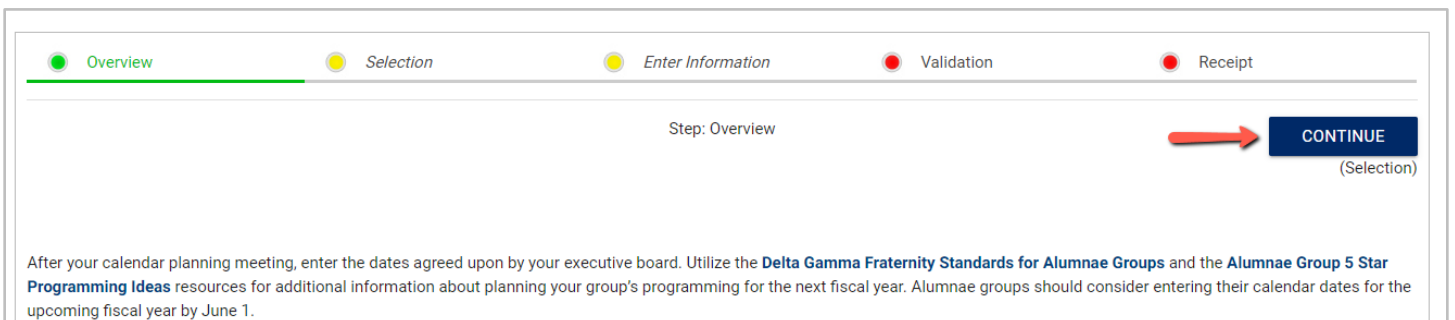
- The event was cancelled and will not be rescheduled
- An event was created in error

To remove an event from your Anchorbase calendar:

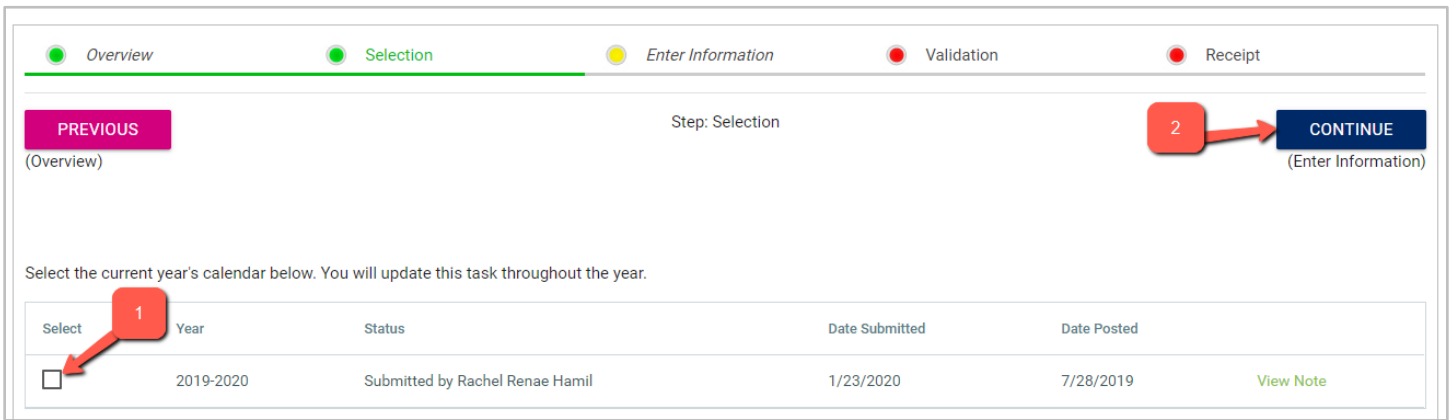
1. Log in to Anchorbase at <https://anchorbase.deltagamma.org/>.
2. Click on Calendar, then Tasks, then Alumnae Calendar (or Extended Alumnae Calendar)



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



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



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:

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

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

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 |
| <hr/> | | |
| Katherine | Dodge | 4/23/2020 |

9. The Receipt confirms 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 #: 200423I-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.

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



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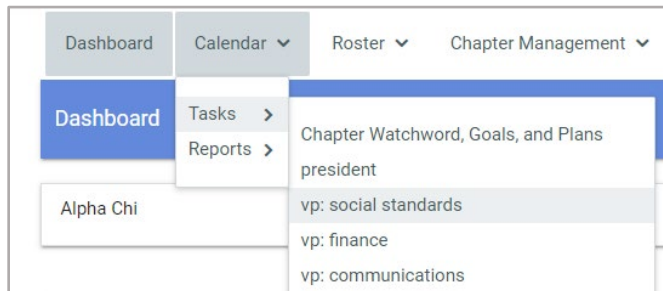
COLLEGIANS

Remove an event from your calendar if:

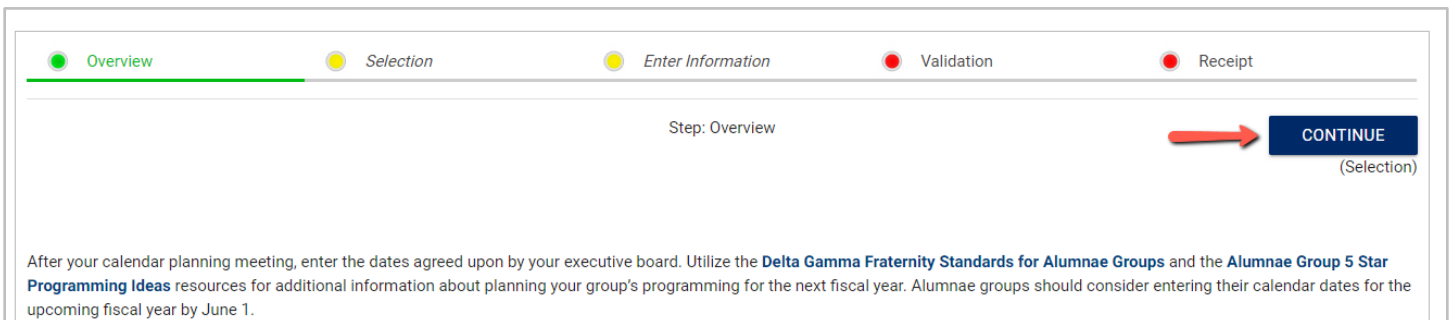
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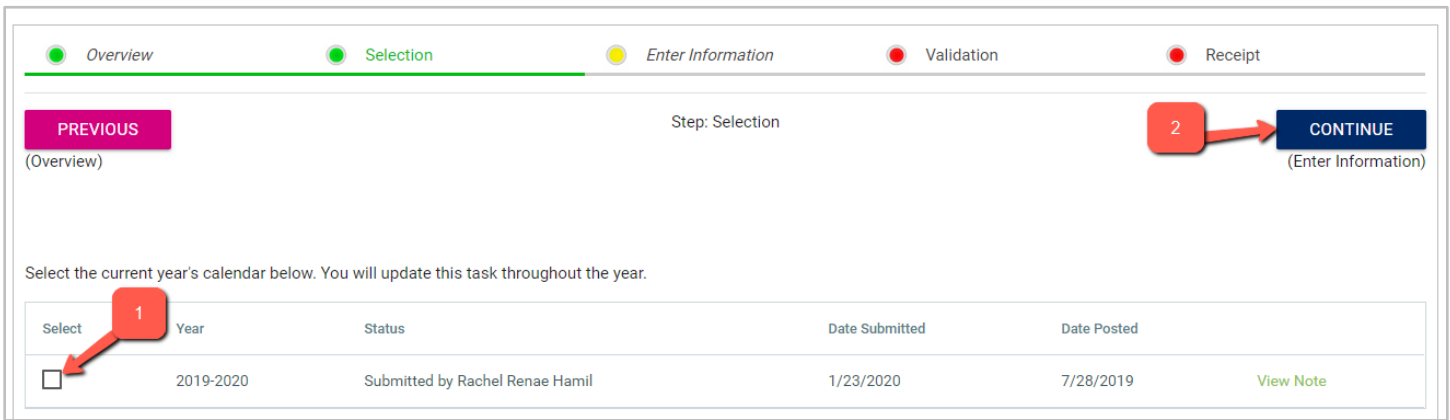
1. Log in to Anchorbase at <https://anchorbase.deltagamma.org/>.
2. Click on Calendar, then Tasks, then the appropriate officer calendar. In this example, we will use the vp: social standards calendar task to remove a social event:



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



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



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:

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

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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 the programming adviser and advisory team chairman (ATC) of changes made.

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