

# How to delete an event on the canvas?

This guide is also available as a video. Click the link below to watch:

[scribehow.com/embed-preview/How to delete an ev...](https://scribehow.com/embed-preview/How%20to%20delete%20an%20ev...)

The Canvas is an Interactive and Collaborative Modeling Tool that enables teams to plan, analyze, and manipulate the ideal guest experience. Follow the instructions to delete an event on the canvas.

- 1 Navigate to your GO URL and go to the Canvas (Daily Planner).

The Avenir

2025-08-30

← Load Days →

Manage

Edit Itineraries

Itinerary

Templates

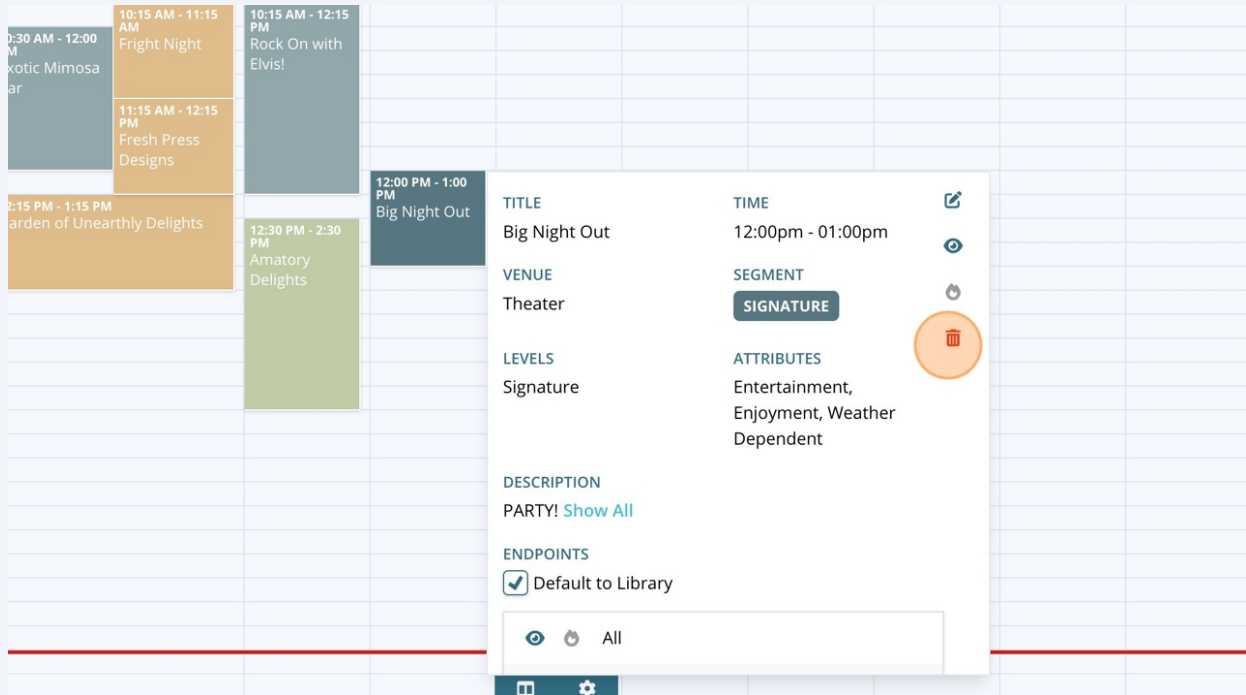
Settings

SAILING	DATE	DAY	LOCATION	ARRIVAL	DEPARTURE	TEMPLATES	MARKERS
RIVIERA MAYA 31	8/21/2025	1	Miami	--	04:00pm		No markers
	8/22/2025	2	At Sea	--	--		No markers
	8/23/2025	3	Isla de Roatan	12:00pm	06:00pm		No markers
	8/24/2025	4	Costa Maya	08:00am	06:00pm		No markers
	8/25/2025	5	Cozumel	07:00am	06:00pm		No markers
	8/26/2025	6	At Sea	--	--		No markers
	8/27/2025	7	At Sea	--	--		No markers
	8/28/2025	8	Miami	--	05:00pm		No markers
RIVIERA MAYA 31	8/28/2025	1	Miami	--	05:00pm		No markers
	8/29/2025	2	At Sea	--	--		No markers
	8/30/2025	3	Cozumel	08:00am	04:00pm		No markers
	8/31/2025	4	Miami	07:00am	--		No markers

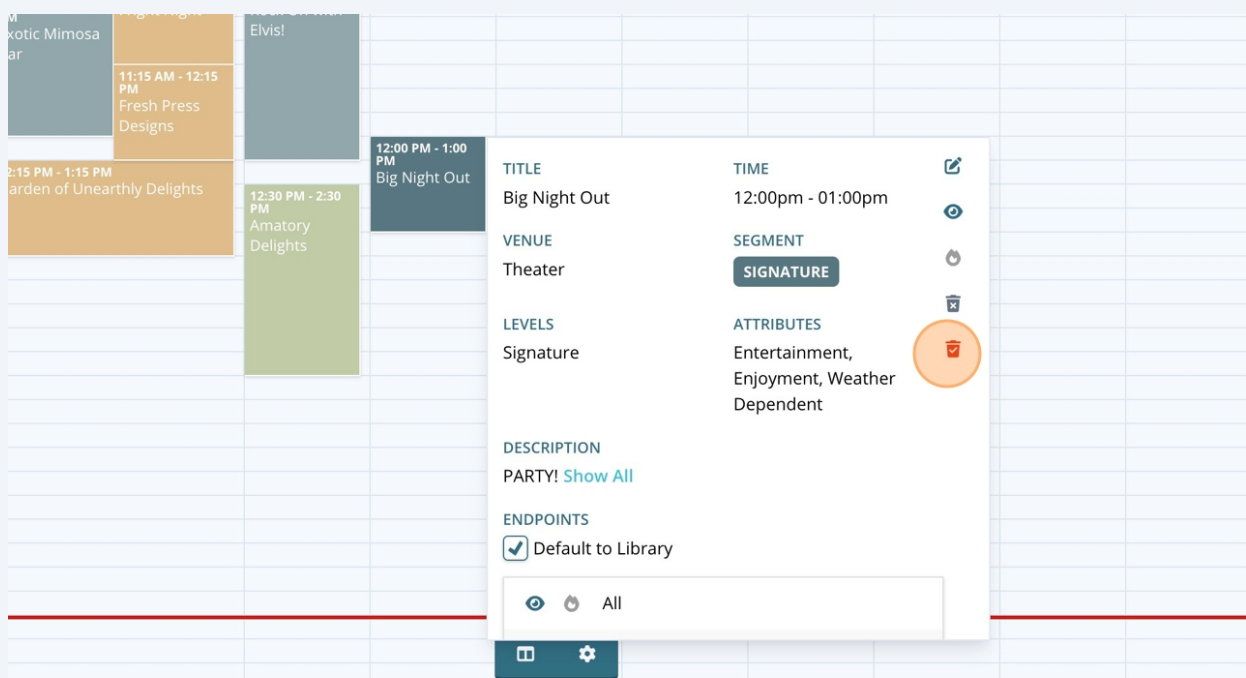
## 2 Users can delete an event in three ways:

### First option:

Hover your mouse over the event to display the event information, then click the garbage icon.



## 3 Click here to confirm your wish to delete this event from the canvas.



#### 4 Second option:

Double-click the event itself to open the "Edit Event" box.

The screenshot shows a software interface for managing events. On the left is a sidebar with navigation buttons: 'Publish Draft', 'Add Event', 'Export Schedule', 'View Staff Report', and 'Collapse Actions'. Below these are 'Event Filters' and 'Venue Filters' sections. The main area is a calendar grid with columns for venues (Theater, Retail Shop 1, Retail Shop 2, Theater, Comedy Club, Atrium, Reception) and rows for time slots from 8:45 AM to 3:45 PM. Several events are visible as colored blocks: 'Exotic Mimosa Bar' (10:30 AM - 12:00 PM), 'Fright Night' (10:15 AM - 11:15 AM), 'Rock On with Elvis!' (10:15 AM - 12:15 PM), and 'Camp Junior' (11:15 AM - 1:15 PM). The 'Camp Junior' event is highlighted with an orange circle, and an 'Edit Event' modal is open over it. The modal contains the following information:

- TITLE:** Camp Junior
- TIME:** 11:15am - 01:15pm
- VENUE:** Theater
- SEGMENT:** KIDS
- LEVELS:** None
- ATTRIBUTES:** None
- DESCRIPTION:** Get into teams and explore the resort together! Participate in our scavenger hunt and special gam... [Show All](#)
- ENDPOINTS:** ☒ Default to Library

#### 5 Click "Delete Event"

The screenshot shows the 'Edit Event' form. At the top is a placeholder for an image with a '+' icon. Below are several input fields and dropdowns:

- VENUE \***: Theater (dropdown)
- START TIME \***: 11:15 (with a clock icon)
- END TIME \***: 13:15 (with a clock icon)
- EVENTS VENUE NAME**: (empty text field)
- EVENTS DECK NAME**: (empty text field)
- TIME DISPLAY**: Show finish time (Library's default) (dropdown)
- DAY**: 1 (dropdown)
- HIGHLIGHTS**: (empty text field)

Below these fields is a '+ Add Call to Action' button. At the bottom of the form, it says 'Event Selected: Camp Junior'. To the right of this are three buttons: 'Go Back', 'Delete Event' (highlighted with an orange circle), and 'Finish: Edit Event'.

6 Click "Yes" to confirm your wish to delete this event from the canvas.

10:45 AM 11:45 AM

NAME LINEUP DECK NAME DISPLAY OPTIONS

Display end time

? Question

Are you sure you wish to delete this event from the canvas?

No Yes

vent (Hide from Daily Plan)

7 Third option:

Click the 3-line icon to open the chronological daily schedule events view.

8/28/2025 DRAFT LOCATION: Miami E VD P AE 2 1 Admin User

You are viewing a draft version. [Click here to view the published version.](#)

The Avenir

RIVIERA MAYA 31 (Day 1)

	Theater	Retail Shop 1	Retail Shop 2	Theater	Comedy Club	Atrium	Re
8:45 AM							
9:00 AM							
9:15 AM							
9:30 AM							
9:45 AM							
10:00 AM							
10:15 AM							
10:30 AM		10:30 AM - 12:00 PM Exotic Mimosa Bar	10:15 AM - 11:15 AM Fright Night	10:15 AM - 12:15 PM Rock On with Elvis!			
10:45 AM							
11:00 AM							
11:15 AM	11:15 AM - 1:15 PM Camp Junior		11:15 AM - 12:15 PM Fresh Press Designs				
11:30 AM							
11:45 AM							
12:00 PM							
12:15 PM		12:15 PM - 1:15 PM Garden of Unearthly Delights					
12:30 PM							
12:45 PM							
1:00 PM							
1:15 PM							
1:30 PM							

Event Filters

Venue Filters

Search...

8

Click the garbage can icon to delete the event from the canvas.

The screenshot displays an event management interface. On the left, there is a sidebar with various actions and filters. The main area shows a calendar grid with events plotted as colored blocks. On the right, a list of events is shown, each with its title, location, and a set of icons for editing and deleting. The 'Fright Night' event at 'Retail Shop 1' is highlighted with a red box around the delete icon (a trash can).

**Left Sidebar:**

- Publish Draft
- + Add Event
- Export Schedule
- View Staff Report
- Collapse Actions
- Event Filters
- Venue Filters
- Search...
- All Hotel
- All Bar
- All Dining
- All Revenue
- All Entertainment
- All Recreation

**Calendar Grid:**

- 11:15 AM - 1:15 PM: Camp Junior
- 10:30 AM - 12:00 PM: Exotic Mimosa Bar
- 10:15 AM - 11:15 AM: Fright Night
- 11:15 AM - 12:15 PM: Fresh Press Designs
- 12:15 PM - 1:15 PM: Garden of Unearthly Delights

**Event List:**

- BBQ Picnic and Fun! (10:15am - 11:15am)
- Escape Room (archived) (11:15am)
- Meet for Sea (10:15am - 11:15am)
- Kayaking (archived) (11:15am)
- Fright Night Retail Shop 1 (10:15am - 11:15am)
- Rock On with Elvis! Retail Shop 2 (10:15am - 12:15pm)
- Exotic Mimosa Bar Retail Shop 1 (10:30am - 12:00pm)
- Fresh Press Designs Retail Shop 1 (11:15am - 12:15pm)
- Camp Junior Theater (11:15am - 01:15pm)