

Archiving and Deleting Events

Events can have different statuses, and there are different rules around deleting events based on these statuses.

Draft Events

- If an event is a Draft, then it can be **Deleted**. Once deleted it will not be possible to bring this event back, even by going through our developers.

Scheduled Events without Registrations

- Scheduled events without any registrations may be converted back to **Drafts** and then deleted.
- Scheduled events without registrations may be **Cancelled**.

Scheduled Events with Registrations

- Scheduled events with some registrations may be **Cancelled**.

Live Events

- Live events are scheduled events that have already started, but not yet ended.
- Live events may be **Cancelled**.

Cancelled Events

- When cancelled, no automatic message is sent to registrants, but the Admin can optionally message people to inform them of the cancellation.
- When cancelled, no new people can register.
- All existing registrants can still see their tickets in **My Tickets**
- Once Cancelled they can be **Archived**.

Past Events

- Past events (with or without registrations) may be **Archived**.

Archived Events

- Archived Events do not appear on the Admin Event Index by default. But

you can view the Archived Events by setting that filter.

- Archived event data is still included in Event Dashboard and Organization Dashboard.
- Users will still be able to see their tickets from Archived Events in My Tickets.
- Users will still be able to view the Event Details page.
- Archived Events may be **Restored**
- Archived Events with No Registrations may be **Deleted (soft)**.
 - (Deleting an archived event is technically a “soft-delete” and it is still possible for developers to restore it.)

Soft Deleted Events

- Event is no longer visible in Archived Events
- Only Developer can Restore event
- Direct link to Event Page is not visible any longer