

How To Events-Remove a single date from a recurring series

Article Number: 99 | Rating: 1.8/5 from 4 votes | Last Updated: Mon, Nov 26, 2012 at 1:51 PM

After creating a recurring event, you can remove a single date by following these steps. [On the "Add/Edit/Archive" screen](#), select your filter so this event is the only one that is displayed. Use a keyword that is specific to this event if you have trouble isolating this event. In order to see all of the individual events you will need to include a date range that encompasses all of the individual events.

Then uncheck the "Combine Recurring Events" check box and search again.

This should display all of the individual events. Now you can delete or edit any of the individual events.

IMPORTANT: Once you edit an individual event, you do not want to edit the main event again. If you do, all of the individual events will be recreated and your edits on the individual events will be lost/overwritten.

Online URL: <https://kb.demcosoftware.com/article.php?id=99>