

Crossroads Charlotte Website Cheat Sheet

Deletions

Occasionally you may need to take something that has been posted off the website. Below are instructions on how to do this.

To Delete Your Account/Profile:

1. Select 'My Account' on the top right of the Navigation bar.
2. Select 'Delete Your User Account' in the 'Manage Your Account' box.
3. The Delete Account page will load.
4. If your password is not already in the Password box, enter your password.
5. Click 'Submit'.

To Delete a Group You Have Created:

1. Select 'My Account' in the top right of the Navigation Bar.
2. Select 'Manage Groups' in the 'Manage Content' box to the left.
3. The groups you have created and joined will be listed.
4. Click on the Trash Can icon beside the group you wish to delete.
5. A warning box will drop down asking "Are you sure you want to remove this item?"
6. Select "ok".

To Delete a Group Initiative You Have Created:

1. Go to your Group page on the Crossroads Charlotte website.
2. Select 'Add/Edit Initiatives' in the 'Manage This Group' box to the left.
3. The initiatives you have created will be listed.
4. Click on the Trash Can icon beside the initiative you wish to delete.
5. A warning box will drop down asking "Are you sure you want to remove this item?"
6. Select 'ok'.

To Delete a Group Event You Have Created:

1. Go to your Group page on the Crossroads Charlotte website.
2. Select 'Add/Edit Events' in the 'Manage This Group' box to the left.
3. The events you have created will be listed.
4. Click on the Trash Can icon beside the event you wish to delete.
5. A warning box will drop down asking "Are you sure you want to remove this item?"
6. Select 'ok'.