# **Deleting an Award**

5 Steps <u>View most recent version</u>

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#### **STEP 1**

## **Click on Accreditation**

<u>م</u>	Communication	> >	The XSBA Team
\$		>	
た *	Legislation Events	> >	
R	Accreditation	>	]
o;	Settings and Configuration	>	

#### STEP 2

### **Click on Awards**





### STEP 3

## Click on the three dots

ŝ	Communication	>	C (		vards	Add Award	
	Library	>	~				
\$	Revenue	>		Favorite	Search	n Awards	
2	Legislation	>	:	*	•	Digital Marketing M	
ŧ	Events	>					
R	Accreditation	~	* * *	*	Ŧ	Environmental Sust	
	🖤 Awards						
	🕿 Соштере		0 0	*	$(\mathbf{\Psi})$	Entrepreneurship Ex	

#### STEP 4

## Click on Delete

Communication	>	C Awards Add Award
Library	>	
Revenue	>	Favorite Search Awards
Legislation	>	Digital Marketing Mastery
Events	>	🛅 Delete
Accreditation	*	Environmental Sustainability Champion
🖤 Awards		
🞓 Courses		Entrepreneurship Excellence
O Classes		



### STEP 5

Review the implications of deleting the award and if okay, click on Yes, Delete

		Delete 🕃 Digital Marketing Mastery X
>	M Home / B	Deleting "Digital Marketing Mastery" will remove the Course "Digital Marketing Essentials", "SEO and Content Marketing", "Social Media Marketing Strategies" from the Endorsement Criteria. Are you sure you want to delete "Digital Marketing Mastery"?
>	C S	What will happen when "Digital Marketing Mastery" is deleted? Who will be notified?   1. "Digital Marketing Mastery" will be removed from the Endorsement List. 1. "Creacerance Admin" will receive a confirmation email.   2. "Digital Marketing Essentials", "SEO and Content Marketing, "Social Media Marketing 1. "Creacerance Admin" will receive a confirmation email.   3. "Digital Marketing Essentials", "SEO and Content Marketing," Social Media Marketing 1. "Creacerance Admin" will receive a confirmation email.   2. "Digital Marketing Essentials", "SEO and Content Marketing," Social Media Marketing 2. The Endorsement Contact, "Ian Instructor".
>	: 1	No, Don't Delete Yes, Delete
	: ,	Entrepreneurship Excellence Professional 10/18/2023 Unlimited \$100.00 CP Recent Grant CP
	: 1	Advanced Leadership Professional 10/18/2023 Unlimited \$100.00 CP Recent Grant Cont
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