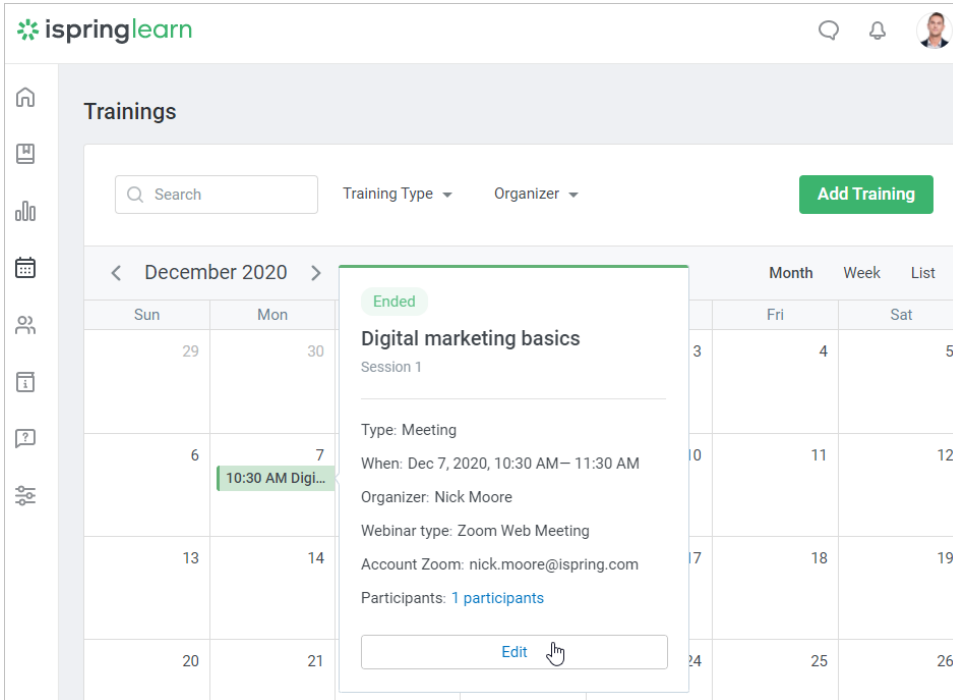


Deleting a Training

The *Account Owner*, *Account Administrators*, *Department Administrators*, *Publishers*, and users with a [custom role](#) enabled to delete trainings can delete a training that was created by themselves or by users belonging to the departments they manage and their sub-departments.

To delete a training:

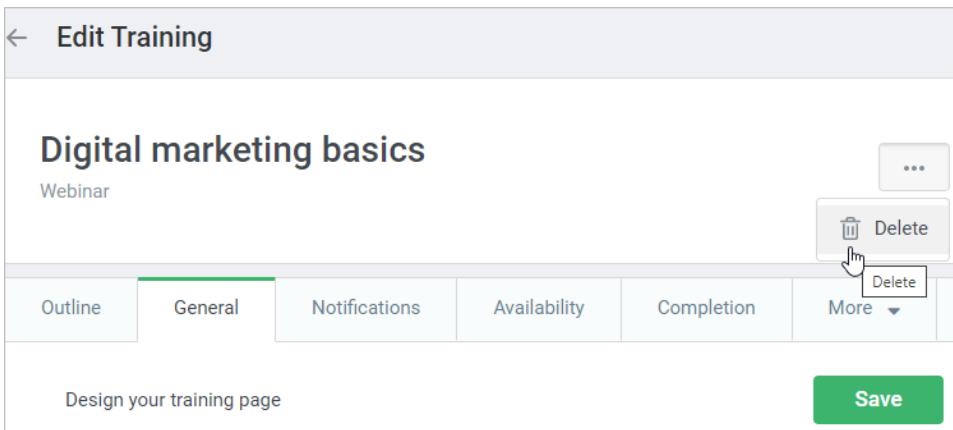
1. Go the **Trainings** section, locate a training in the calendar, click on it, and hit the **Edit** button in the window that appears.



The screenshot shows the 'ispringlearn' interface. The 'Trainings' section is active, displaying a calendar for December 2020. A training titled 'Digital marketing basics' is highlighted on December 7th. A modal window is open showing details for this training:

- Ended** (status)
- Digital marketing basics** (title)
- Session 1
- Type: Meeting
- When: Dec 7, 2020, 10:30 AM – 11:30 AM
- Organizer: Nick Moore
- Webinar type: Zoom Web Meeting
- Account Zoom: nick.moore@ispring.com
- Participants: [1 participants](#)
- [Edit](#) button

2. On the training page, click **Delete**.



The screenshot shows the 'Edit Training' page for 'Digital marketing basics'. The page has a header with a back arrow and the title 'Edit Training'. Below the title, the training name 'Digital marketing basics' and the type 'Webinar' are displayed. A 'Delete' button is visible in the top right corner. Below this, there are tabs for 'Outline', 'General', 'Notifications', 'Availability', 'Completion', and 'More'. The 'General' tab is currently selected. At the bottom, there is a 'Design your training page' section and a 'Save' button.

3. Confirm your choice in the **Delete training** window.

Delete training

×

Are you sure you want to delete this training?

Delete

Cancel



Notes:

1. If you delete a meeting in Zoom, it will be also removed in iSpring Learn, and vice versa.
2. When a meeting is deleted, all statistics on it are removed from [reports](#).
3. If you delete a training that hasn't started yet, but some participants are enrolled, they will receive a notification about the training being canceled.
4. When the training is deleted, all enrollments of all training sessions, as well as the sessions themselves, are deleted.