

How to delete or disable your MyEvent site

Category: Site Access & Permissions

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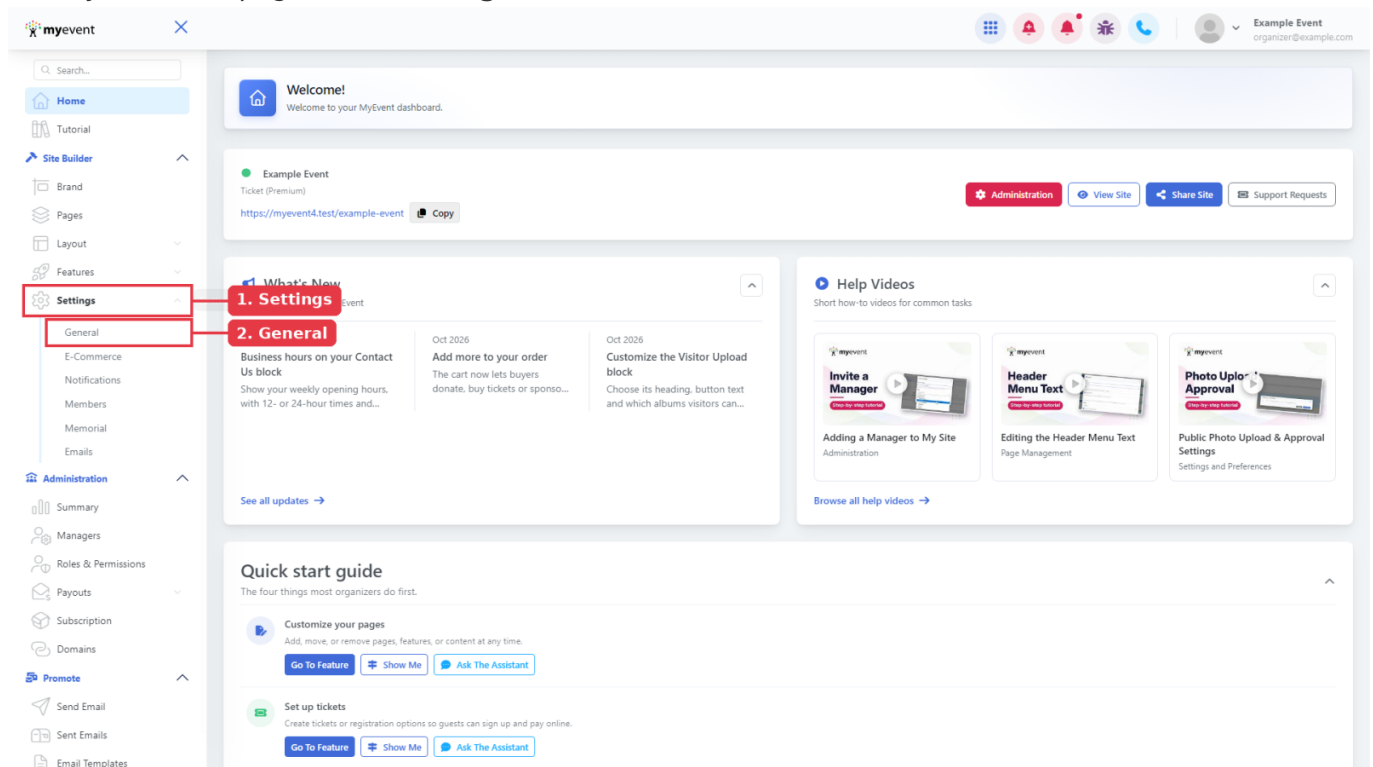
Reading Time: 2 min

Created a site by mistake, or no longer need it? As the owner, you can delete or disable it yourself from **Settings > General**. You'll see exactly what will happen before anything is deleted.

Note: Only the site owner can do this. Other team members see *"Only the owner can delete this site."*

Step 1: Open General settings

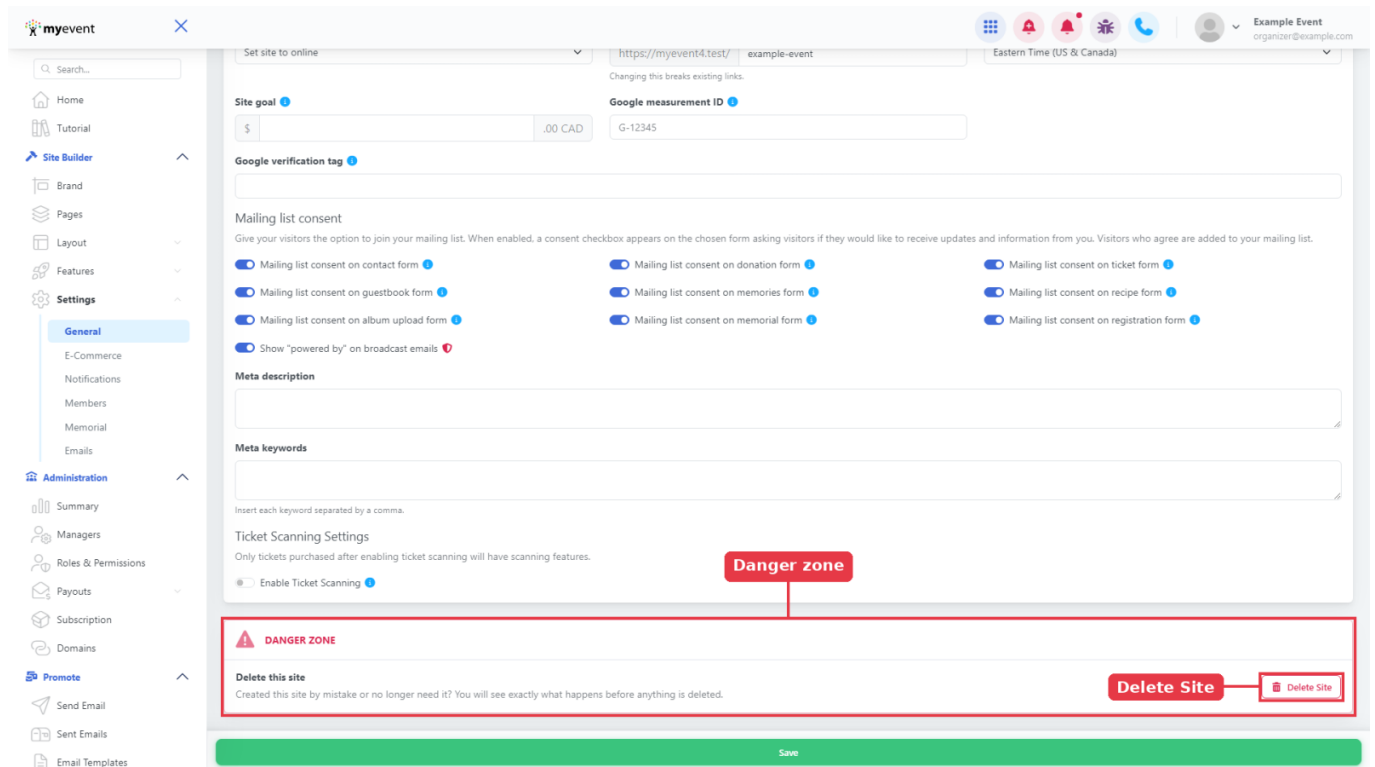
From your Home page, click **Settings** in the sidebar, then click **General**.



Settings menu open with General highlighted

Step 2: Find the Danger zone

Scroll to the bottom of the page. In the **Danger zone** card, under **Delete this site**, click **Delete Site**. Nothing is deleted yet.



Danger zone card with the Delete Site button

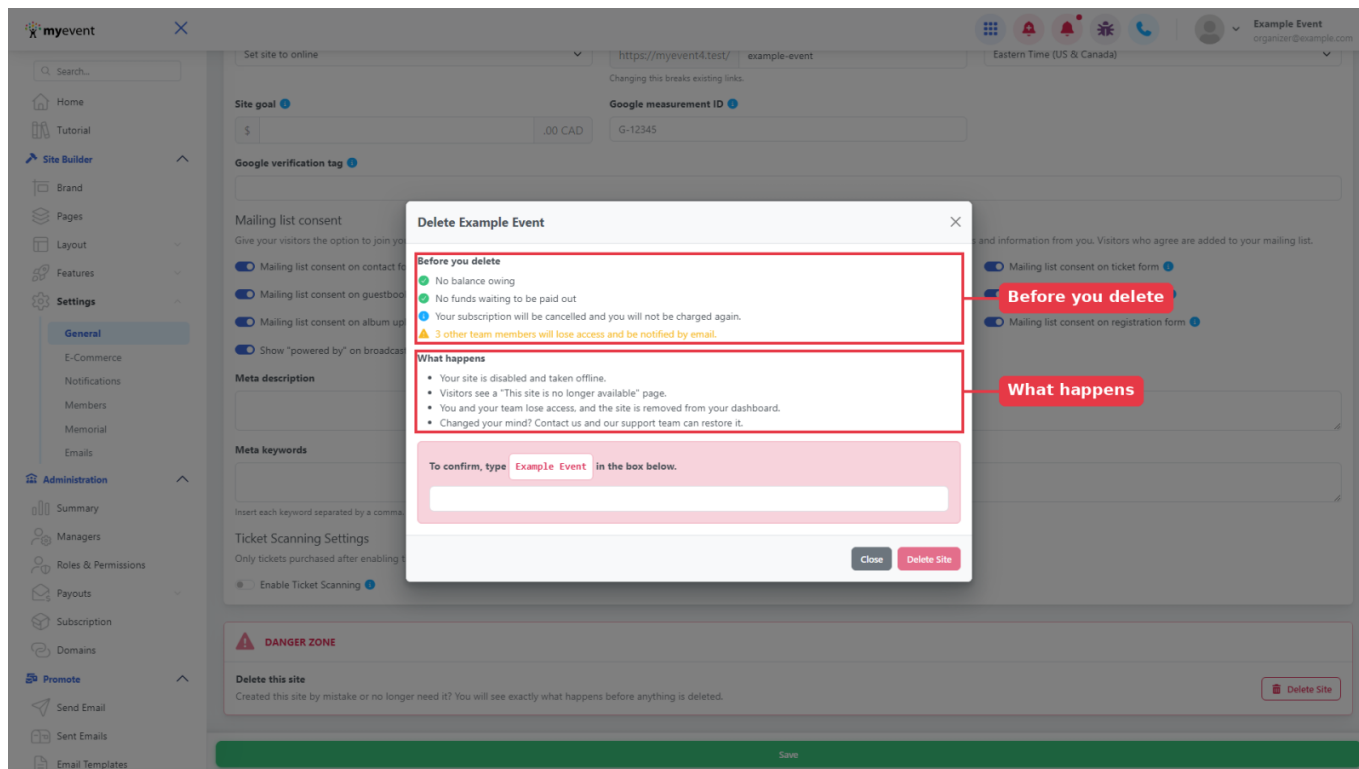
Step 3: Check what will happen

Under **Before you delete**, review the list:

- **No balance owing.** If you owe a balance, you'll see *"This site can't be deleted yet"*, with buttons to **Pay balance** or **Contact support**.
- **No funds waiting to be paid out.** Request a payout for any money still waiting for you.
- **Upcoming event dates** are listed so you can double-check before you go ahead.
- Your subscription will be cancelled and you will not be charged again.
- Your other team members will lose access and be notified by email.

What happens explains the result:

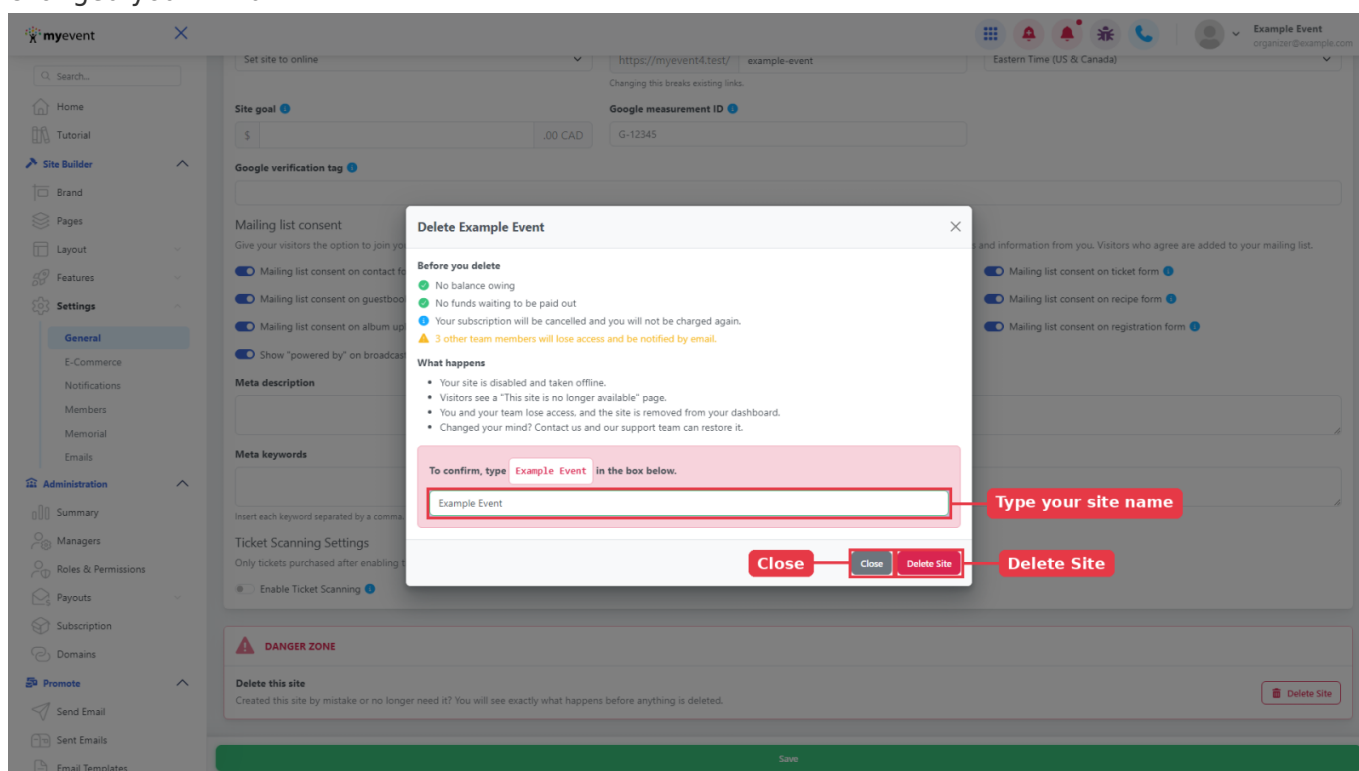
- Your site is disabled and taken offline.
- Visitors see a "This site is no longer available" page.
- You and your team lose access, and the site is removed from your dashboard.
- Changed your mind? Contact us and our support team can restore it.



Delete site window showing Before you delete and What happens

Step 4: Confirm

Type your site's name exactly as shown in the box under **To confirm, type ... in the box below.** The **Delete Site** button turns on once the name matches. Click it to finish, or click **Close** if you changed your mind.



Site name typed and the Delete Site button turned on

Changed your mind?

A disabled site can be restored by our support team with the same address. Just contact us.