

Edit or Delete an Activity

You can edit the name of an activity or delete activities.

1. On the Home screen, click **Activities**. The Add/Edit Activities dialog box displays.
2. Select a list type, and click either **Edit** or **Delete**.
3. If you clicked **Edit**, edit the information and click **OK**.
4. If you clicked **Delete**, click **Yes**.

Note



When you delete an activity from the list, the activity will be deleted from all individual or group lists throughout HeadMaster.