

Edit or Delete Masses

You can edit ministry counts, mass dates or times, or class designations. You can also use the [Mass Quick Postings](#) to quickly edit a group of masses at one time.

1. On the Information tab, click **Masses**.
2. Locate and edit the mass you want.

Useful Information



You can also locate a mass to edit using the Mass Spreadsheet. In the navigation pane, click **Spreadsheet**. Double-click the name of a mass to open the information window for the mass.

3. Click **Save**.

You can delete one mass at a time in the Masses window. If you want to delete a group of masses, use the [Delete Masses process](#).

1. On the Information tab, click **Masses**.
2. Locate the mass you want to remove.
3. At the top, click **Delete Mass**.
4. In the confirmation dialog box, click **Yes**.

Related Topics

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[Mass Quick Postings](#)
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