Remove Promotions

Remove Promotion from My Workspace Page (without deleting):

Promotions are automatically removed from the My Workspace page once they have expired. To expedite the removal from the My Workspace page without deleting it, simply edit the End Date. (Refer back to **Add/ Edit Promotion**)

Promotion entries will remain on the Entries List even after they have expired. To completely delete the promotion entry, follow the steps below.

Delete Promotion Entry:

1. Click *Control Panel > My Workspace > Promotions*
2. Locate and select the desired Promotion entry, and click **Remove**.

3. You will receive a **confirmation** in the instance of a successful removal.