

# How to Delete an Activity from your Workspace

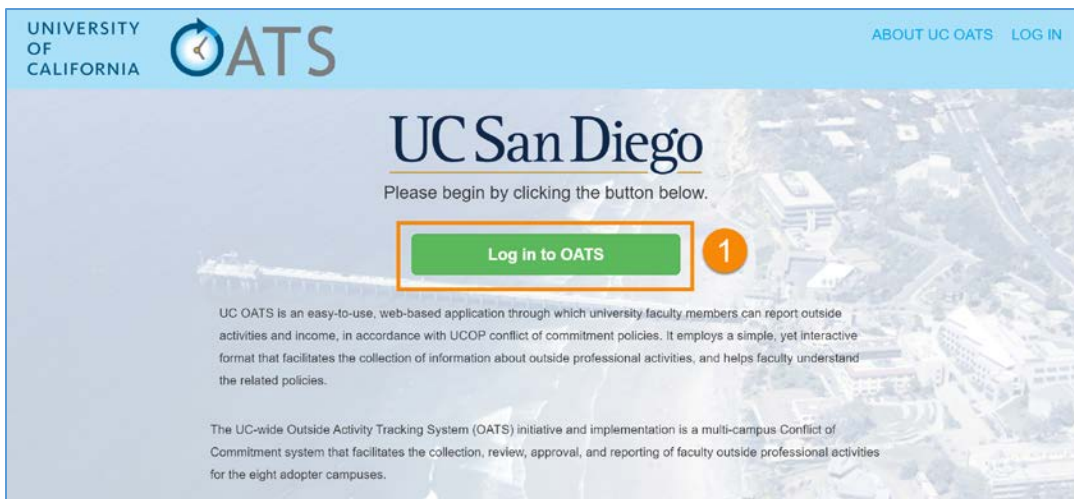
## Overview

Once an activity has been added into your workspace, only a few details may be modified (activity label, organization name, and organization type). To change additional information such as activity type, you will need to delete the activity from your workspace and resubmit it.

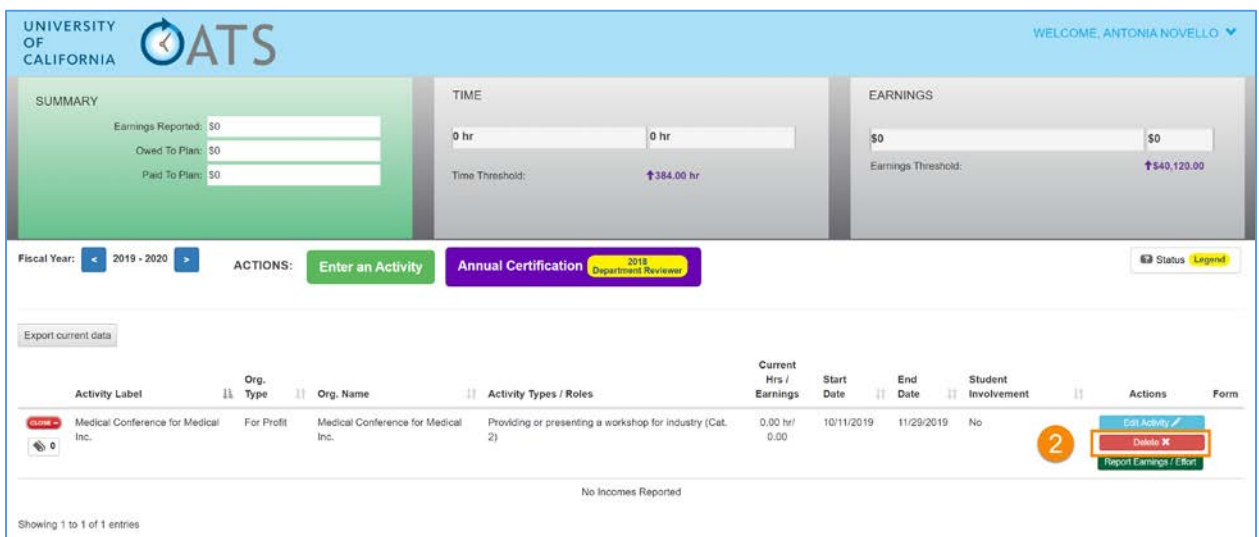
## Process

To delete an activity,

1. Visit <https://ucsd.ucoats.org/> and log in using your campus credentials. If you experience issues logging in, please contact [HS-UCOATS@ucsd.edu](mailto:HS-UCOATS@ucsd.edu) for assistance.



2. Once logged in you will be in the current fiscal year workspace. Locate the activity you want to delete and click the “Delete” button. The delete button will not be available if you have reported effort on the activity.



To delete an activity with reported effort, do the following:

- Click the “open” button to view the reported effort.

| Activity Label                      | Org. Type  | Org. Name                           | Activity Types / Roles                                   | Current Hrs / Earnings | Start Date | End Date   | Student Involvement | Actions   | Form |
|-------------------------------------|------------|-------------------------------------|--|------------------------|------------|------------|---------------------|---|------|
| Medical Conference for Medical Inc. | For Profit | Medical Conference for Medical Inc. | Providing or presenting a workshop for industry (Cat. 2) | 16.00 hr / 400.00      | 10/11/2019 | 11/29/2019 | No                  | <a href="#">Open</a> <a href="#">Edit Activity</a> <a href="#">Report Earnings / Effort</a> |      |

Showing 1 to 1 of 1 entries

- Delete all of the activity effort.

| Activity Label                      | Org. Type  | Org. Name                           | Activity Types / Roles                                   | Current Hrs / Earnings | Start Date | End Date   | Student Involvement | Actions   | Form |
|-------------------------------------|------------|-------------------------------------|--|------------------------|------------|------------|---------------------|---|------|
| Medical Conference for Medical Inc. | For Profit | Medical Conference for Medical Inc. | Providing or presenting a workshop for industry (Cat. 2) | 16.00 hr / 400.00      | 10/11/2019 | 11/29/2019 | No                  | <a href="#">Open</a> <a href="#">Edit Activity</a> <a href="#">Report Earnings / Effort</a> |      |

| Actions   | Type             | # of Hours Against Threshold | # of Reported Hours | \$ Against Threshold | \$ Reported | # of Shares | Start Date | End Date   |
|---|------------------|------------------------------|---------------------|----------------------|-------------|-------------|------------|------------|
| <a href="#">Edit Earnings / Effort</a> <a href="#">Delete</a> | Cash (Check/EFT) | 15.00                        | 16.00               | \$400.00             | \$400.00    |             | 10/11/2019 | 10/15/2019 |

Showing 1 to 1 of 1 entries

- Once the effort has been removed, the activity “Delete” button will become available. Click the “Delete” button to remove the activity from your workspace.

| Activity Label                      | Org. Type  | Org. Name                           | Activity Types / Roles                                   | Current Hrs / Earnings | Start Date | End Date   | Student Involvement | Actions  | Form |
|-------------------------------------|------------|-------------------------------------|--|------------------------|------------|------------|---------------------|--|------|
| Medical Conference for Medical Inc. | For Profit | Medical Conference for Medical Inc. | Providing or presenting a workshop for industry (Cat. 2) | 0.00 hr / 0.00         | 10/11/2019 | 11/29/2019 | No                  | <a href="#">Open</a> <a href="#">Delete</a> <a href="#">Report Earnings / Effort</a> |      |

No Incomes Reported

Showing 1 to 1 of 1 entries