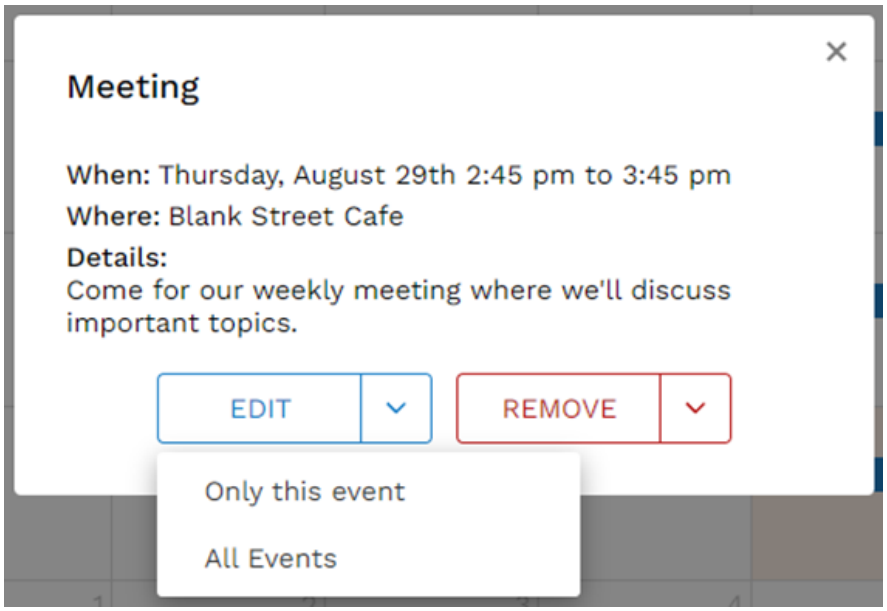
Event Organization & Management

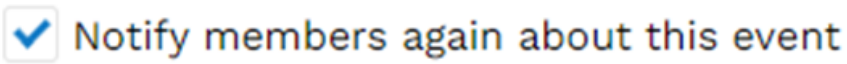
How do I notify members of event changes?

To notify members of event changes, follow these steps:

1. Go to the Admin Tools tab at the top.
2. Go to Event Calendar under the Organization Management heading.
3. Click on the event on the calendar that you'd like to edit.
4. Click on the Edit button. For a recurring event, select if you'd like to event all corresponding events or just that event.



5. Edit the event as needed.
6. Select the checkbox titled Notify members again about this event.



7. Click on the Update Event button.



Didn't find what you're looking for? Contact Biznomos Support online or call toll-free at 1-800-232-3989 for additional help.

Unique solution ID: #1104
Author: n/a
Last update: 2024-08-29 23:02

© 2026 Koji <koji.kiyokawa@pspinc.com> | 10-30-2026 06:41 PM
URL: https://help.biznomos.com/content/12/105/en/how-do-i-notify-members-of-event-changes.html