

# Event Organization & Management

## How do I edit an event?

To edit an event, 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.

### Event Calendar

ADD EVENT

< > Today February 2024 Month Week Day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14 Associate Meet	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	1	2
3	4	5	6	7	8	9

4. Click on the blue Edit button.
5. For recurring events, choose to edit Only this event or All Events.

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The screenshot shows a modal window for editing an event. The event title is "Association Meeting: Anniversary Luncheon". The details provided are: "When: Wednesday, February 14th 12:00 pm to 3:00 pm" and "Where: Seattle Convention Center". A "Details:" section contains the text: "Celebrate our anniversary at the Seattle Convention Center. Lunch and entertainment will be provided as well as networking opportunities." Below the details are two buttons: "EDIT" (blue) and "REMOVE" (red), each with a dropdown arrow. A dropdown menu is open under the "EDIT" button, showing two options: "Only this event" and "All Events".

5. From here, you can change the event's
  - a. Title
  - b. Location
  - c. Date
  - d. Time
  - e. Repeat- if it repeats Daily, Weekly, Annually, on Weekdays, or if it does not repeat and is therefore a one-time event.
  - f. Description
  - g. Notify Members-whether you'd like to notify your association members about this event and when with the Notify Members drop-down menu. If not, make sure you select the Never option.
6. Once finished, click on the blue Update Event button.

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## Edit Event

Title \*

Association Meeting: Anniversary Luncheon

Location \*

Seattle Convention Center

Date \*

02-14-2024



Time \*

12:00 PM



to

3:00 PM



Repeat

Annually on February 14th



Description \*

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Celebrate our anniversary at the Seattle Convention Center. Lunch and entertainment will be provided as well as networking opportunities.

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Notify Members

Never



UPDATE EVENT

Didn't find what you're looking for? [Contact Biznomos Support](#) online or call toll-free at [1-800-232-3989](tel:1-800-232-3989) for additional help.

Unique solution ID: #1032

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Last update: 2024-05-31 19:32