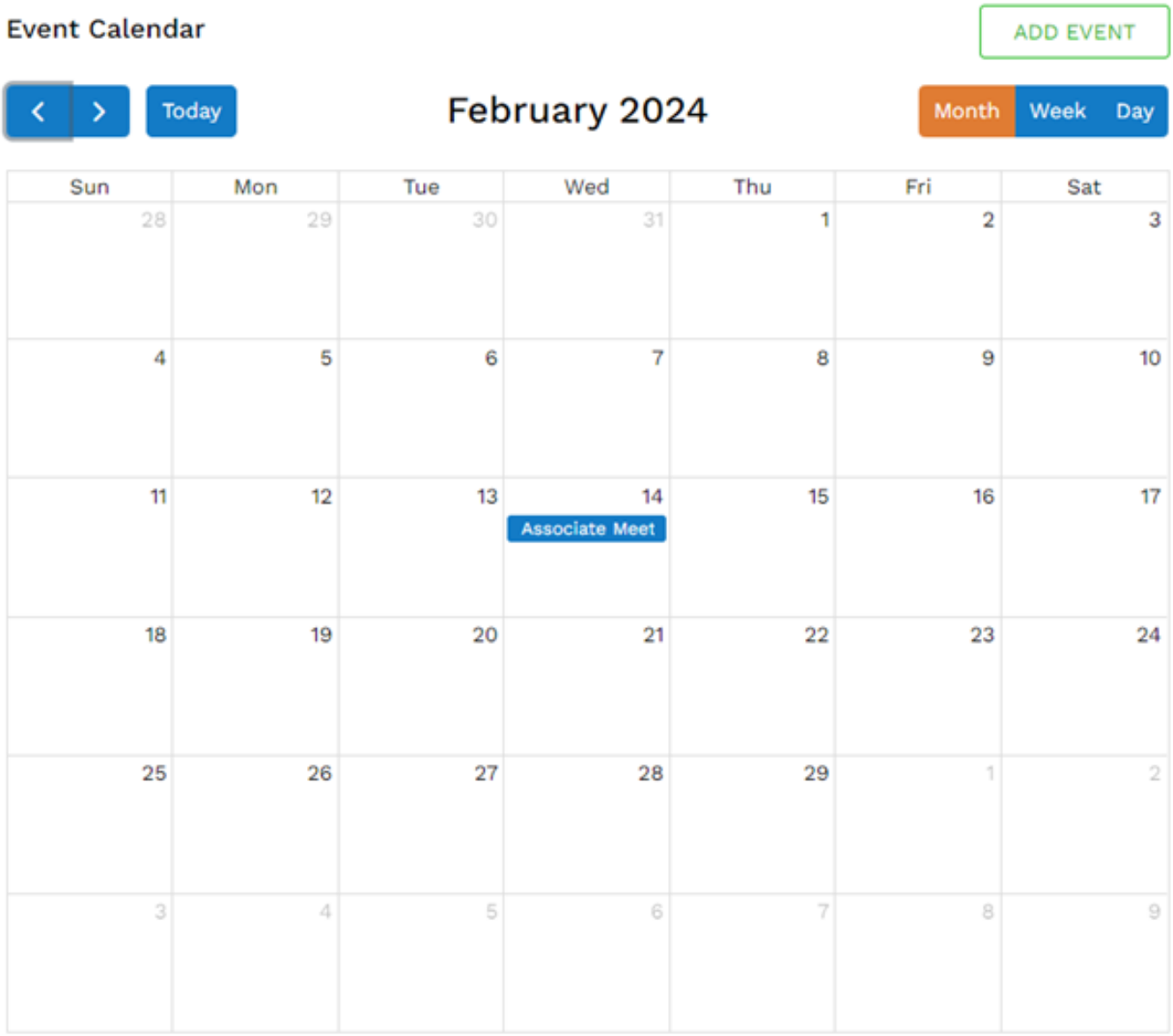
Event Organization & Management

How do I edit an event?

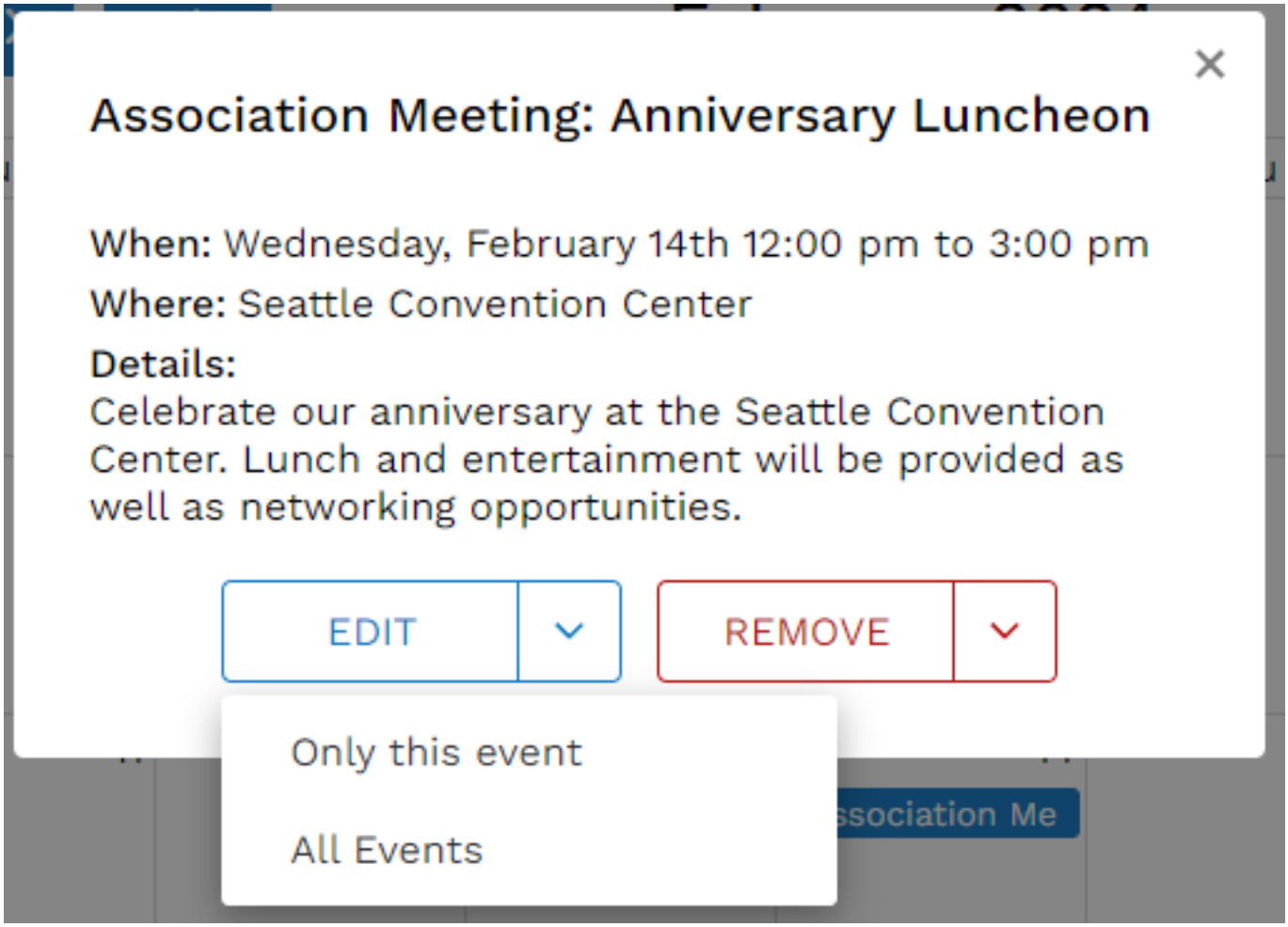
To edit an event, follow these steps:

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.



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

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5. From here, you can change the event's

a. Title

b. Location

c. Date

d. Time

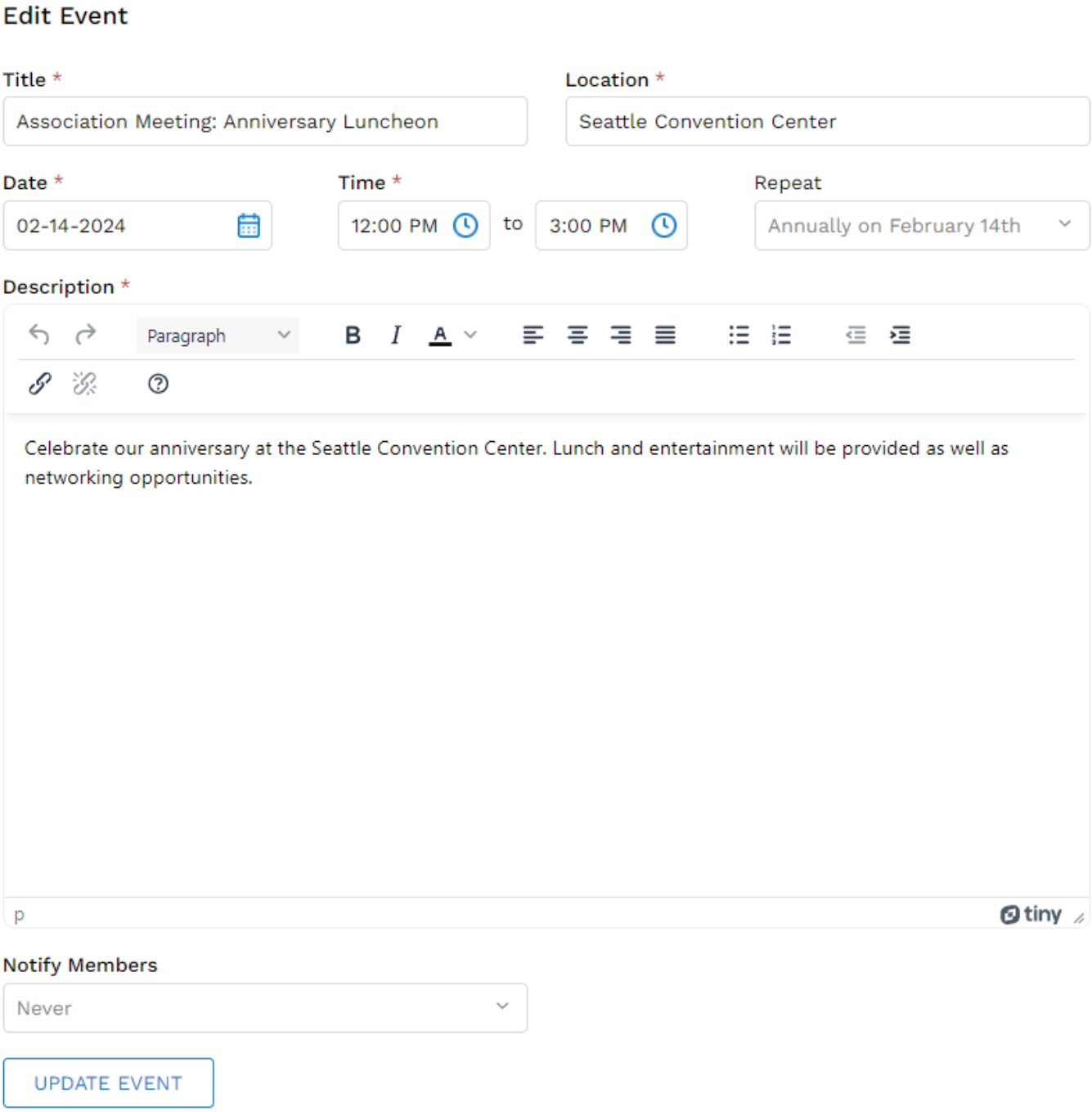
e. Repeat- if it repeats Daily, Weekly, Annually, on Weekdays, or if it does not repeat and is therefore a one-time event.

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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URL: https://help.biznomos.com/content/12/33/en/how-do-i-edit-an-event.html



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

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Author: n/a
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