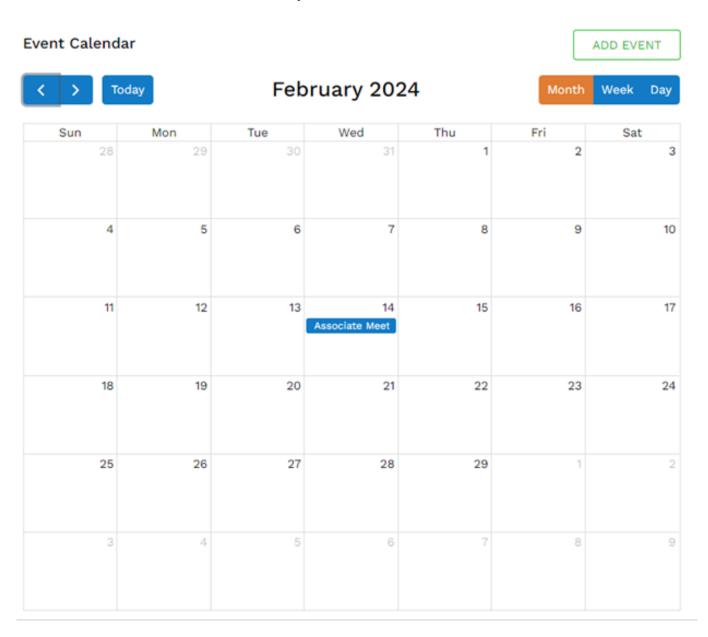
Event Organization & Management

How do I edit an event?

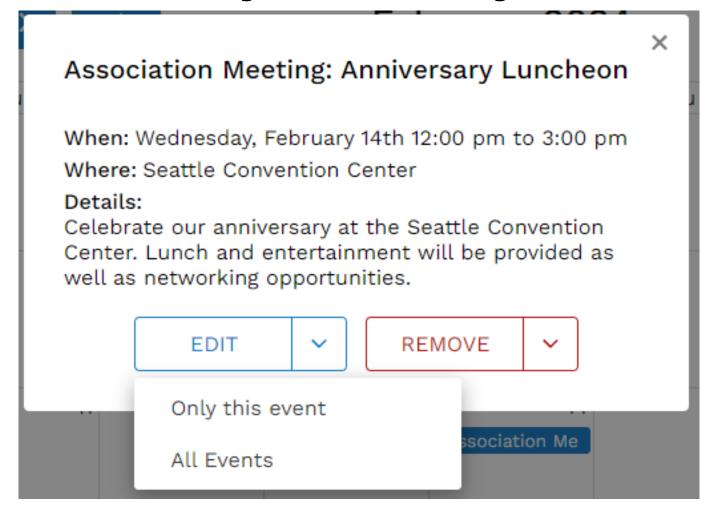
To edit an event, follow these steps:

- 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.

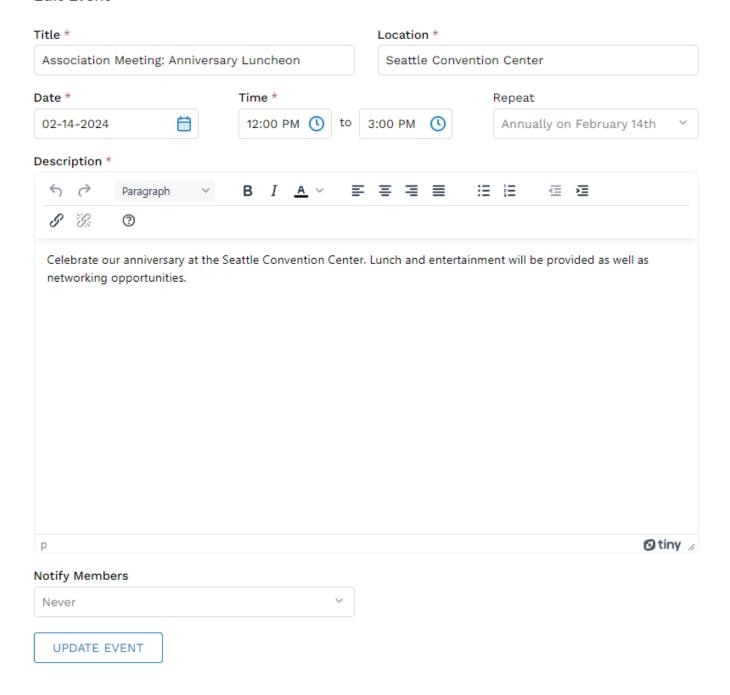
Event Organization & Management



- 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.

Event Organization & Management

Edit Event



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

Unique solution ID: #1032

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