

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	15	16	17			
		Associate Meet							
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.

Event Organization & Management

Association Meeting: Anniversary Luncheon

When: Wednesday, February 14th 12:00 pm to 3:00 pm

Where: Seattle Convention Center

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

EDIT **REMOVE**

Only this event
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.

Event Organization & Management

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 *








Paragraph













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

p



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.

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