

Revise Event Submissions During Review

Article Number

000089785

Information

During the [submission review process](#) you may need to change a small detail, remove an instance of a multiple event submission, or correct an error in the submission on behalf of the host organization prior to approval. Branch, Event Full and All Access administrators can revise event submission information.

Revise Submission

To begin revising a pending submission, click the "Edit Submission" while reviewing the event submission.

Bypass Custom Fields When Revising

After reviewing the required elements for the event and making any edits desired, the user will be given the choice of either reviewing screen by screen all of the custom fields that are defined in the event submission or to skip directly to the event submission screen.

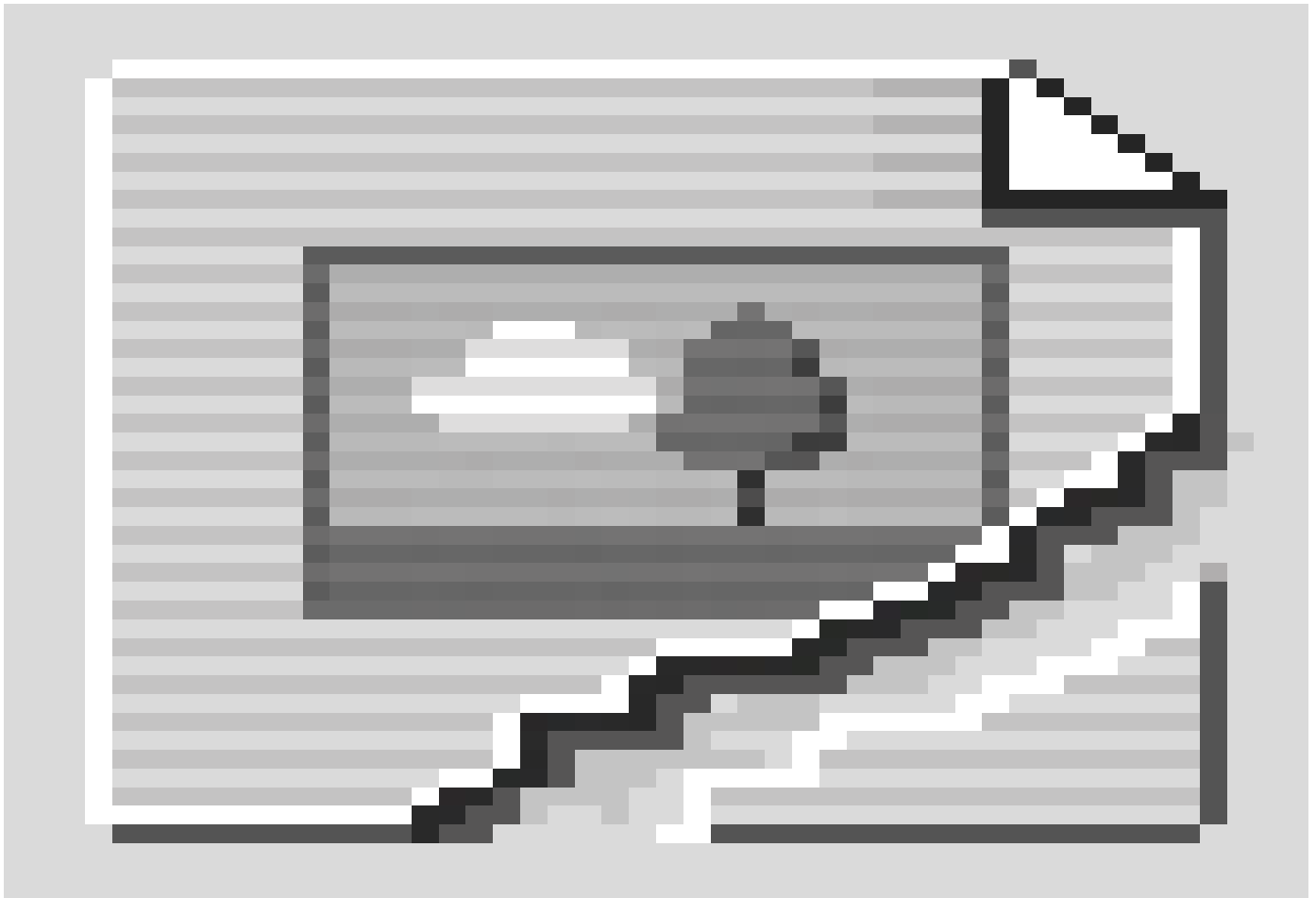
Arriving at the end of the event submission form, either by skipping the custom fields or by navigating screen by screen through all of the custom fields, the user is presented with the "Review Event Submissions" screen. Before submitting the revisions to the event, the user is required to enter comments into the comment field.

It is highly encouraged that admins enter information outlining the revisions made to the event.

The comments entered here will be preserved in the event discussion history and will be visible to all users with the ability to see the event submission.

Event Revision Submission

Once the user has completed their revisions, added a comment and submitted the event submission, the user will be presented with an updated submission detail screen. The submission detail screen calls out in the event detail section that the event has been revised and by whom.



Event Revision Submission Conflicts

In the extremely uncommon event where two different people are making changes to the exact same event submission at the same time, the first person to finalize their revisions and submit the event change will take precedence. The second person making changes, when attempting to submit an event that is no longer valid, will be presented with a screen informing them of the status conflict. This user can choose to reload the recently revised event submission and begin their review anew.



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Title

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