

Making Changes to an Event's Details

Article Number

000089688

Information

This article applies to an Event that is already posted. To learn more about making changes to an event prior to approving it, you can refer to "[Revise Event Submissions During Review](#)."

If you need to make changes to the details of an event, such as the time, location, or visibility, you can do so by initiating a Change Request for the event. Follow the instructions below based on your role within the community.

As an Organization Officer

Using Manage

Select your Organization from the list shown in the Navigation bar on the left-hand side. From the [organization tools](#) dropdown menu choose "Events." Open the event of interest by clicking its name and then choosing "Change Details." This will initiate a change request for the event. With organization officer permissions, any changes made will need to be approved by your administrators before they appear.

Using Explore

If you are already viewing the event on the *Explore* view of Engage, you should see a "Manage Event" button on the Event Page. Clicking this button will open a new window allowing you to manage the event. If you do not see this button, you do not have the appropriate level of access within your organization or administration to make changes to event details.

As a Branch Administrator

In addition to the methods above, you can also use the switchboard to navigate to the *Manage* tab and open your branch. Choose the "Events List" button and search for the event of interest. Click on the name of the event in order to manage it. From this page, you can click "Change Details" to initiate a change request for the event. With branch administrator permissions, your changes will not automatically approve, but you will see the event eligible to be approved in your Event review queue. You will also see the ability to skip custom fields if desired.

As a Community Administrator

In addition to the methods above, if you are a community administrator with at least Events:Full access, you can also use the switchboard to navigate to the *Admin* tab and open the "Event List" under the *Events* dropdown. From this page, you can search for any event within any branch or organization page in your community. Click on the name of the event in order to manage it. From this page, you can click "Change Details" to initiate a change request for the event. Your changes will automatically approve. The previous details will still be saved as a record of event submission. You will also see the ability to skip custom fields.

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