

Making Changes to an Event's Details

“Unapproved” (pending) Status

If you need to make a change (e.g., change dates, times, desired location) to your Event Application for this specific event while the event is still "Unapproved" (pending), call Student Activities at (940) 565-3807. Student Activities will deny your Event Application so you can make the necessary edits and resubmit. **Do not submit a new Event Application.**

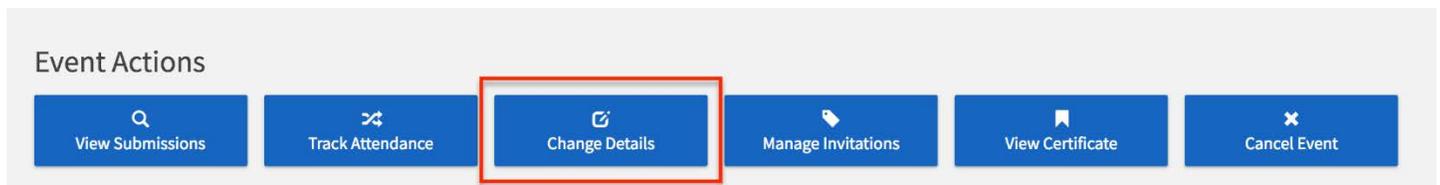
“Approved” Status

If you need to make a change (e.g., change dates, times, desired location) to your Event Application for this specific event after it has been "Approved", navigate to the public-facing event page for the event you would like to change. Click the *Manage Event* button in the upper right hand corner. If you do not see this button, you do not have the appropriate level of access within your organization to make changes to event details.



The screenshot shows a public-facing event page for "Bowling for a Buck". On the left is a large image of bowling pins and a red ball. On the right, the event title "Bowling for a Buck" is displayed below a "Back to Event List" link. Below the title are sections for "Date and Time" (Wednesday, May 2 at 9:00 PM EDT to Wednesday, May 2 at 10:00 PM EDT) and "Location" (Student Union Bowling Lanes). In the top right corner, a "MANAGE EVENT" button with a gear icon is highlighted with a red box, and a red arrow points to it from the left.

From the Events Actions Dashboard at the bottom of the page, select *Change Details*.

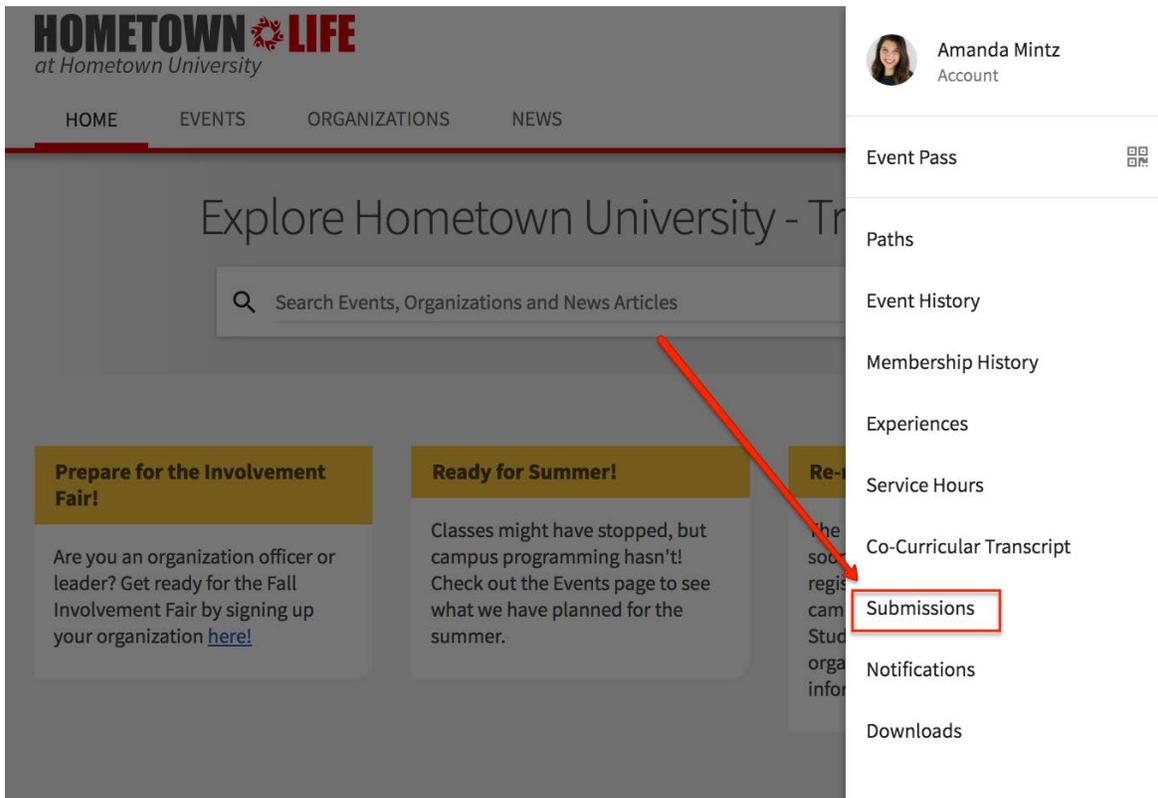


The screenshot shows the "Event Actions" dashboard with a row of six blue buttons: "View Submissions", "Track Attendance", "Change Details", "Manage Invitations", "View Certificate", and "Cancel Event". The "Change Details" button, which features a pencil icon, is highlighted with a red box.

This will initiate a Change Request. Make any changes to your event as necessary; when you are finished clicking through all of the pages, you will be prompted to *Resubmit* the request. Any changes made will need to be approved by all necessary reviewers before they appear.

“Denied” Status

If your Event Application is "Denied", go to your *User Drawer* and select *Submissions* (see “User Drawers Personal Tools Quick Tips” for more information).



The image shows a screenshot of the Hometown Life website. The top left corner features the logo "HOMETOWN LIFE at Hometown University". Below the logo is a navigation bar with links for HOME, EVENTS, ORGANIZATIONS, and NEWS. The main content area has a search bar and several promotional banners. On the right side, a user drawer menu is open, showing the user's name "Amanda Mintz" and "Account". The menu items include Event Pass, Paths, Event History, Membership History, Experiences, Service Hours, Co-Curricular Transcript, Submissions (highlighted with a red box), Notifications, and Downloads. A red arrow points from the search bar area to the Submissions option in the menu.

Click on the *Events* tab and select the name of the event that you wish to edit.

Make any changes to your event as necessary; when you are finished clicking through all of the pages, you will be prompted to *Resubmit* the request. Any changes made will need to be approved by all necessary reviewers before they appear.

Note: This method is only possible if you were the creator of the event.