

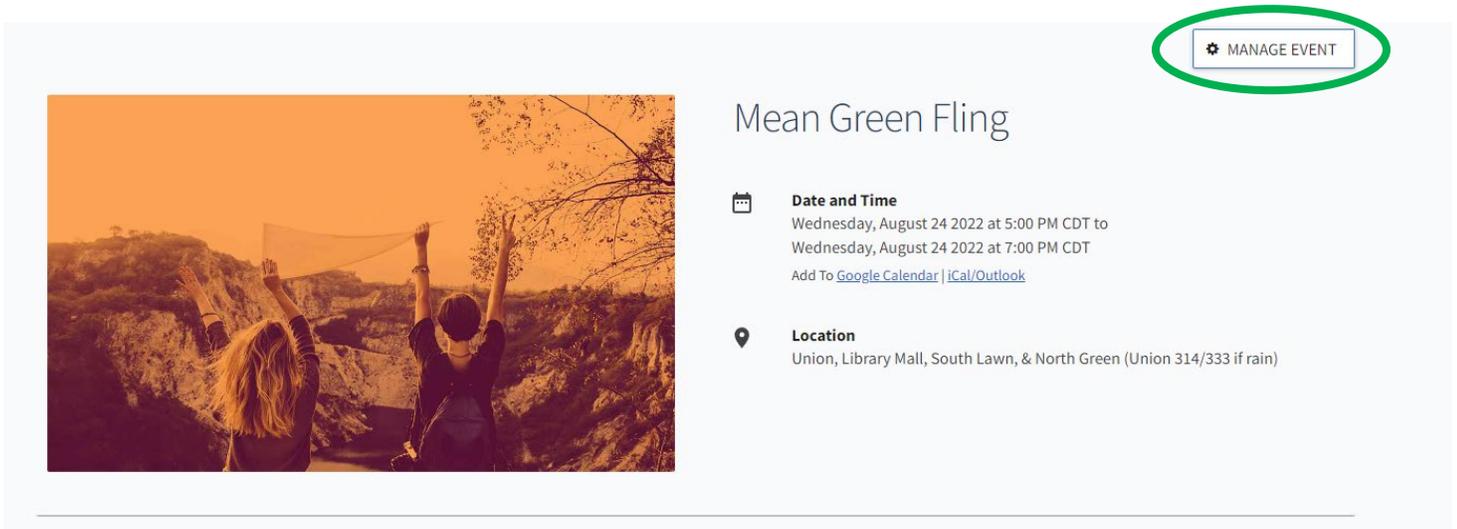
Making Changes to an Event's Logistical* Details

“Unapproved” (pending) Status

If you need to change event logistics (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.

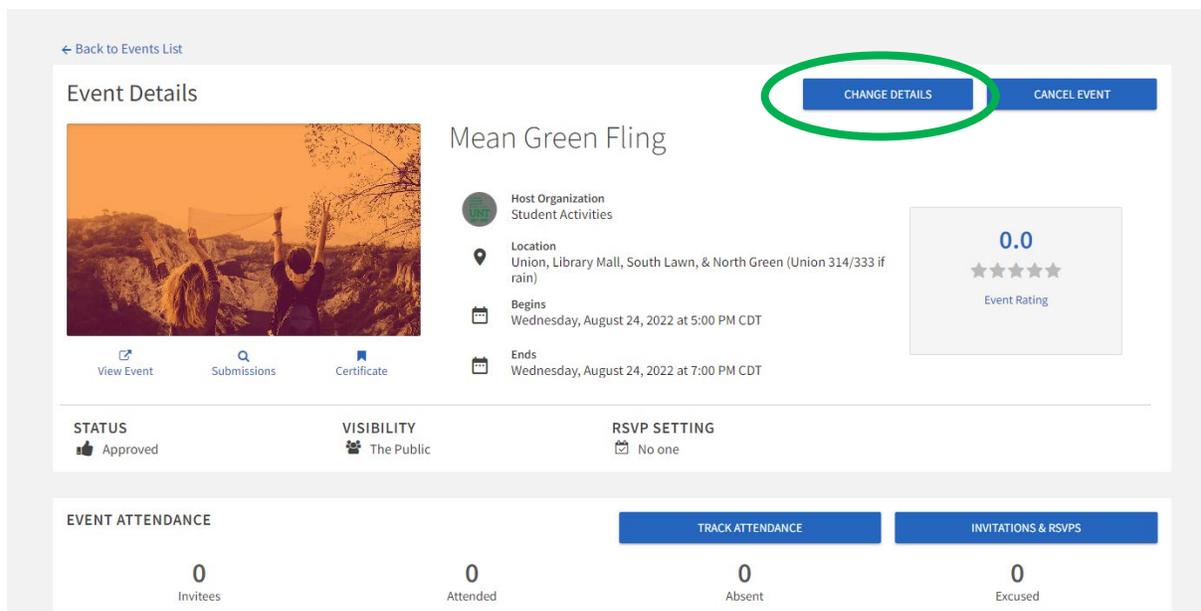
“Approved” Status

If you need to make a logistical change (e.g., change dates, times, desired location) to your Event Application for this specific event after it has been fully "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 the event page for "Mean Green Fling". In the top right corner, there is a button labeled "MANAGE EVENT" with a gear icon, which is circled in green. Below the event title, there is a calendar icon and the text "Date and Time" followed by "Wednesday, August 24 2022 at 5:00 PM CDT to Wednesday, August 24 2022 at 7:00 PM CDT". Below that, it says "Add To [Google Calendar](#) | [iCal/Outlook](#)". There is also a location pin icon and the text "Location" followed by "Union, Library Mall, South Lawn, & North Green (Union 314/333 if rain)". On the left side, there is a photograph of two people standing on a cliffside, holding up a net against a sunset background.

From the Events Dashboard select *Change Details*.



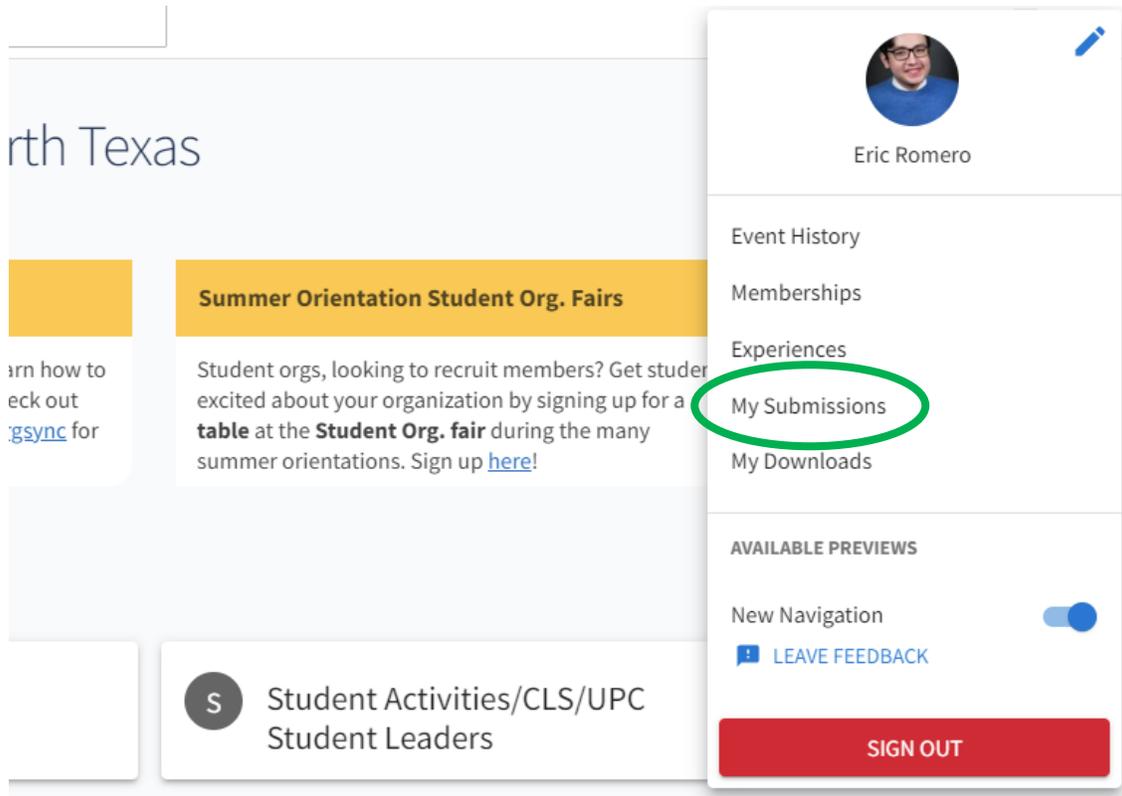
The screenshot shows the "Event Details" page for "Mean Green Fling". At the top right, there are two buttons: "CHANGE DETAILS" and "CANCEL EVENT". The "CHANGE DETAILS" button is circled in green. Below the event title, there is a photograph of two people on a cliffside. To the right of the photo, there is information about the host organization (Student Activities), location, and dates. Below the photo, there are three buttons: "View Event", "Submissions", and "Certificate". At the bottom, there is a section for "EVENT ATTENDANCE" with four buttons: "TRACK ATTENDANCE" and "INVITATIONS & RSVPs". Below these buttons, there are four large numbers representing attendance: 0 Invitees, 0 Attended, 0 Absent, and 0 Excused.

This will initiate a Change Request. Make any changes to your Event Application 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 on the event calendar.

*Note: if you need to change event details (that is, the things happening at the event), please do so via a comment in the submitted Event Application.

“Denied” Status

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



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

This will initiate a Change Request. Make any changes to your Event Application 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 on the event calendar.

Note: This method is only possible if you were the person who submitted the Event Application