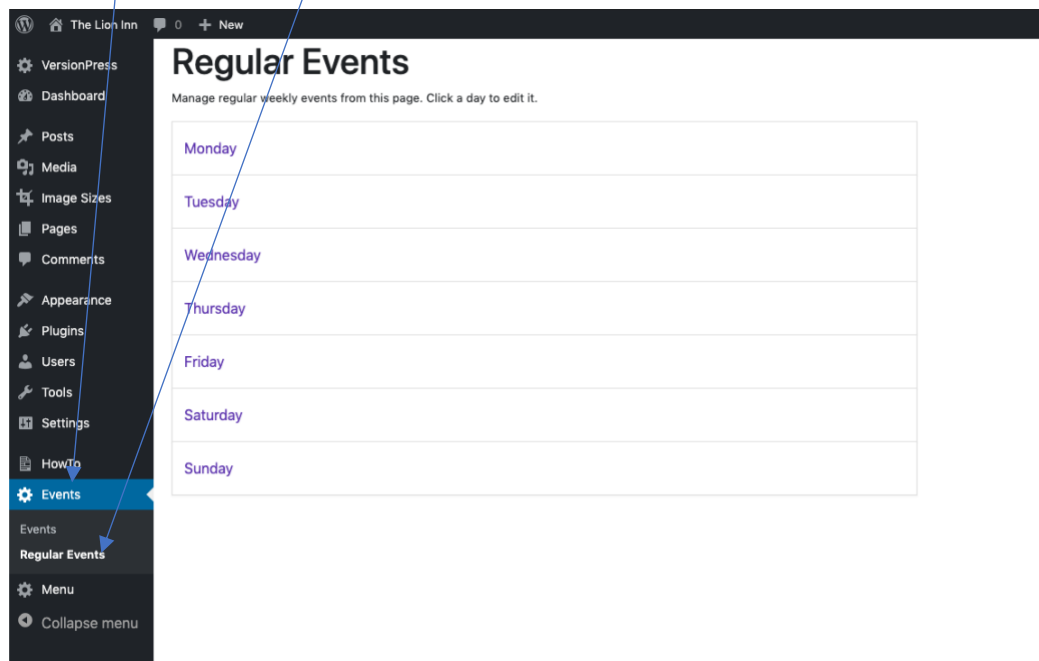
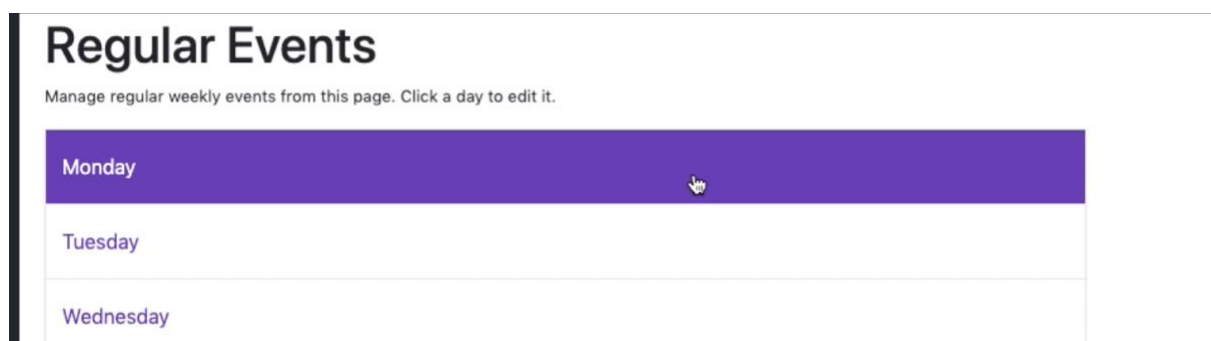


Editing Event Information

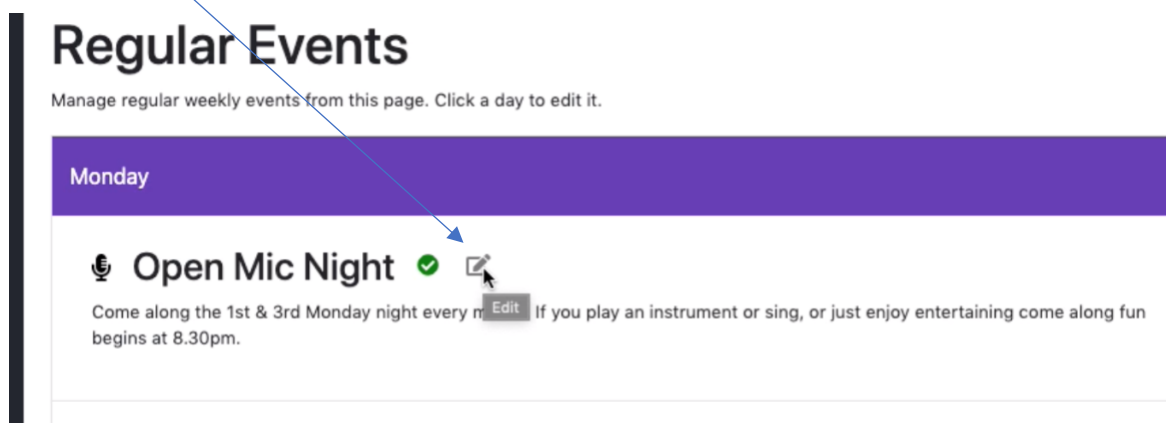
Click 'Event' and then 'Regular Events' on the side-bar menu to bring up this page:



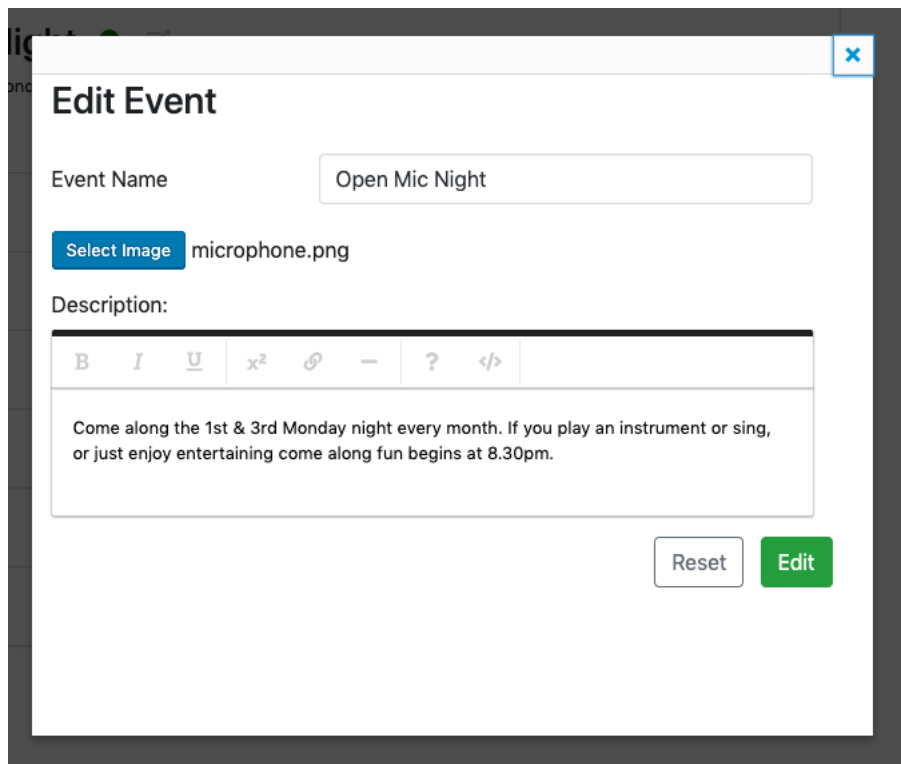
Click on a day:



Click the 'Edit Icon':



When you click this, you should see this screen:



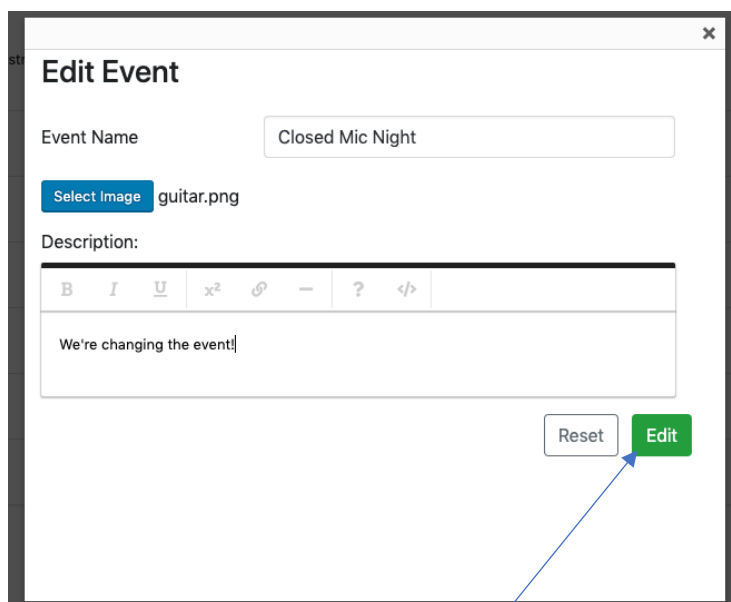
The screenshot shows a modal window titled "Edit Event" with a close button in the top right corner. Inside the modal, there is a form with the following elements:

- Event Name:** A text input field containing "Open Mic Night".
- Select Image:** A blue button labeled "Select Image" followed by the text "microphone.png".
- Description:** A rich text editor with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Superscript (x²), Link (🔗), Unlink (—), Help (?), and Source Code (</>). The text area contains the description: "Come along the 1st & 3rd Monday night every month. If you play an instrument or sing, or just enjoy entertaining come along fun begins at 8.30pm."
- Buttons:** At the bottom right, there are two buttons: a white "Reset" button and a green "Edit" button.

Here you can change:

- Event name
- The description
- The icon

Change it to this:



The screenshot shows the same "Edit Event" modal window, but with the following changes:

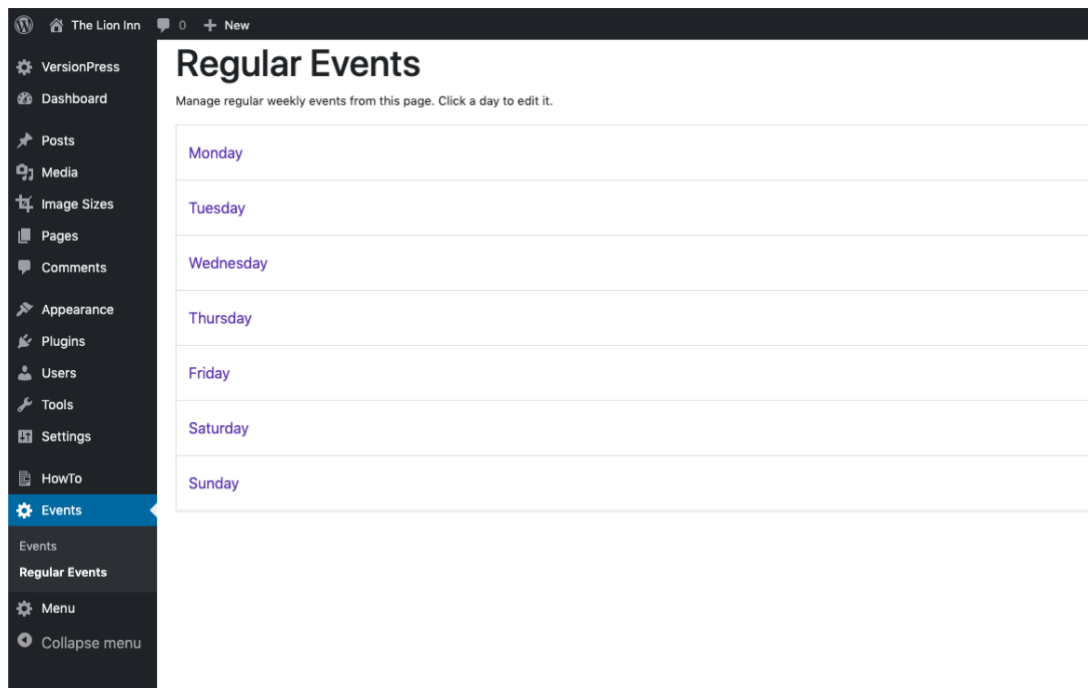
- Event Name:** The text input field now contains "Closed Mic Night".
- Select Image:** The blue button is now labeled "Select Image" followed by the text "guitar.png".
- Description:** The rich text editor's text area now contains the text "We're changing the event!".
- Buttons:** The "Reset" and "Edit" buttons remain at the bottom right.

A blue arrow points from the text "When done, click the big green 'Edit' button." to the green "Edit" button.

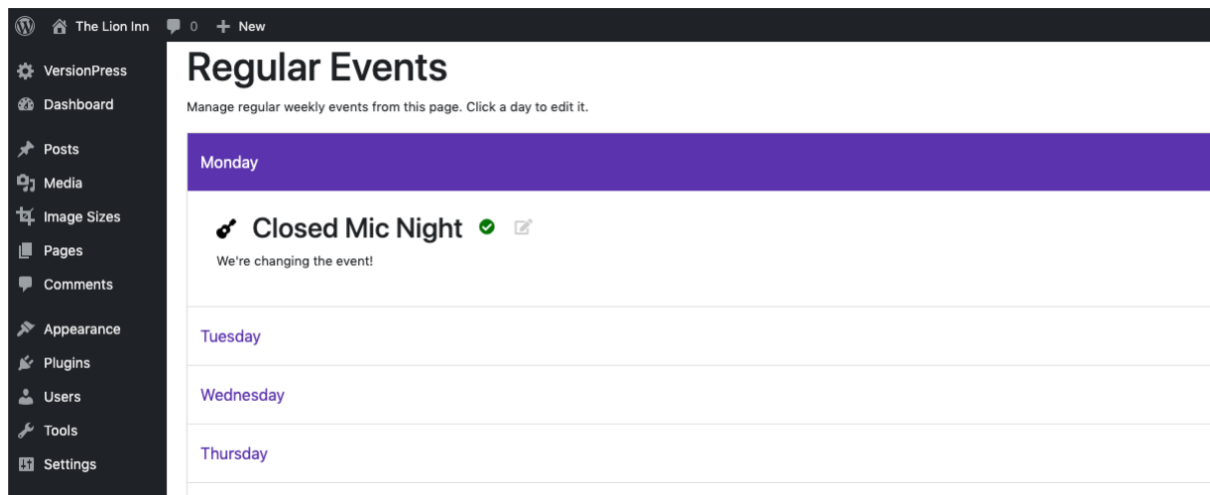
Note: I haven't changed the icon yet. This will be shown in the next section.

When done, click the big green 'Edit' button.

You should return to this screen:



Click the event you just changed (in our case – Monday). You should see this:



Notice the information that we changed.