HowTo: Events

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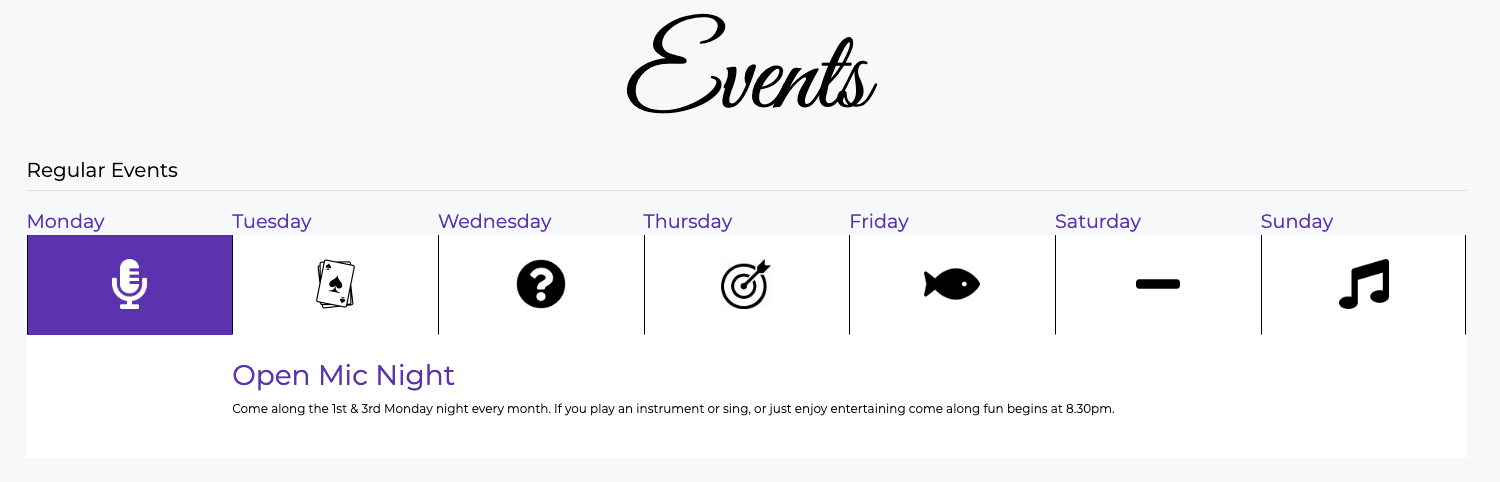
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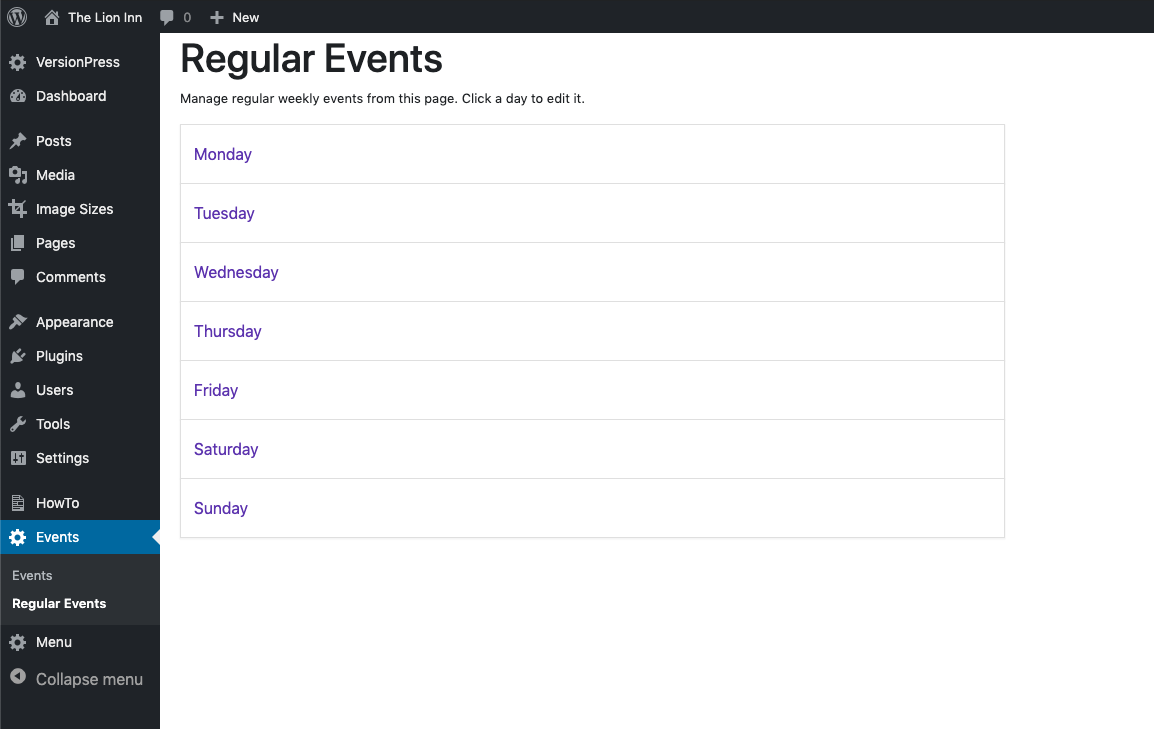
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# REGULAR EVENTS

The regular events area allows you to change the event information for weekly events.

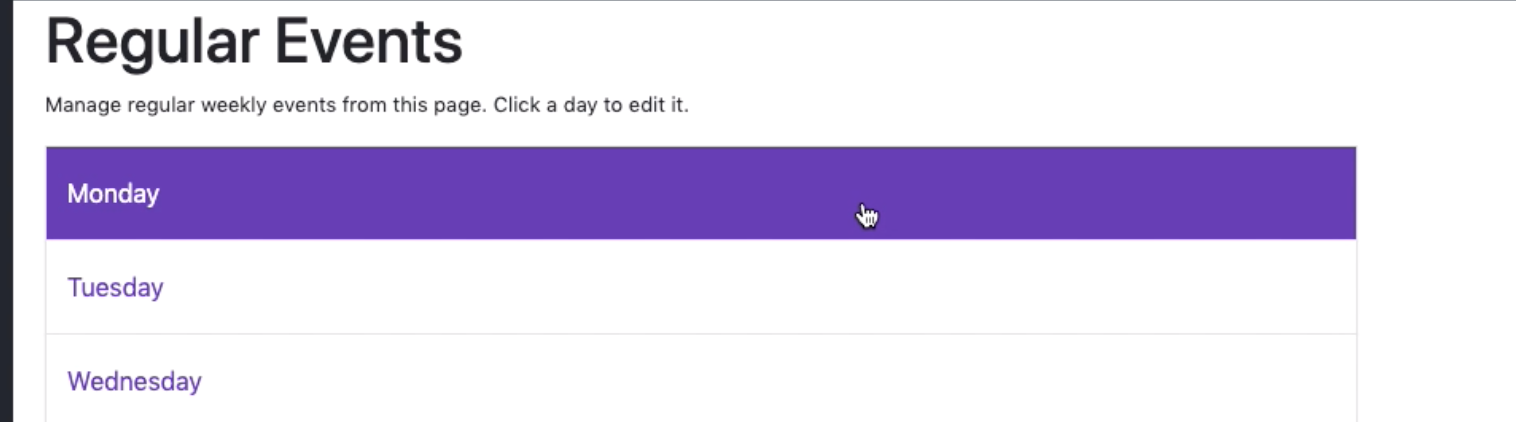


These can be changed by going to: Events 🡪 Regular Events:

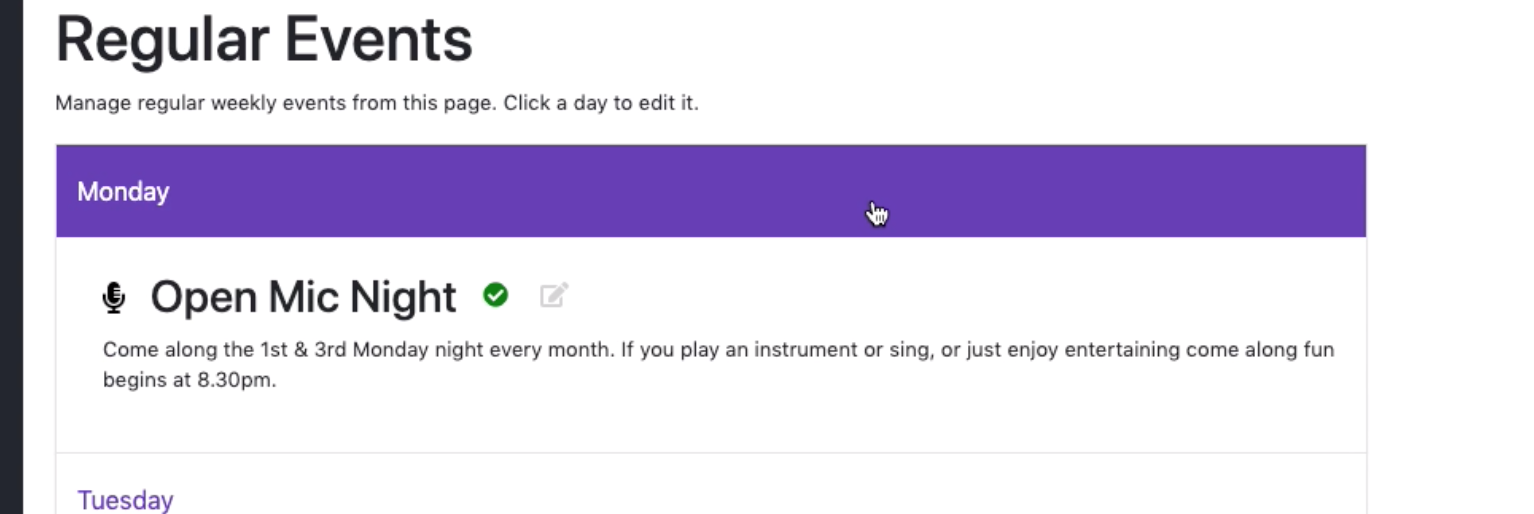


## View Event Information

To view a day’s event information, click on the day:



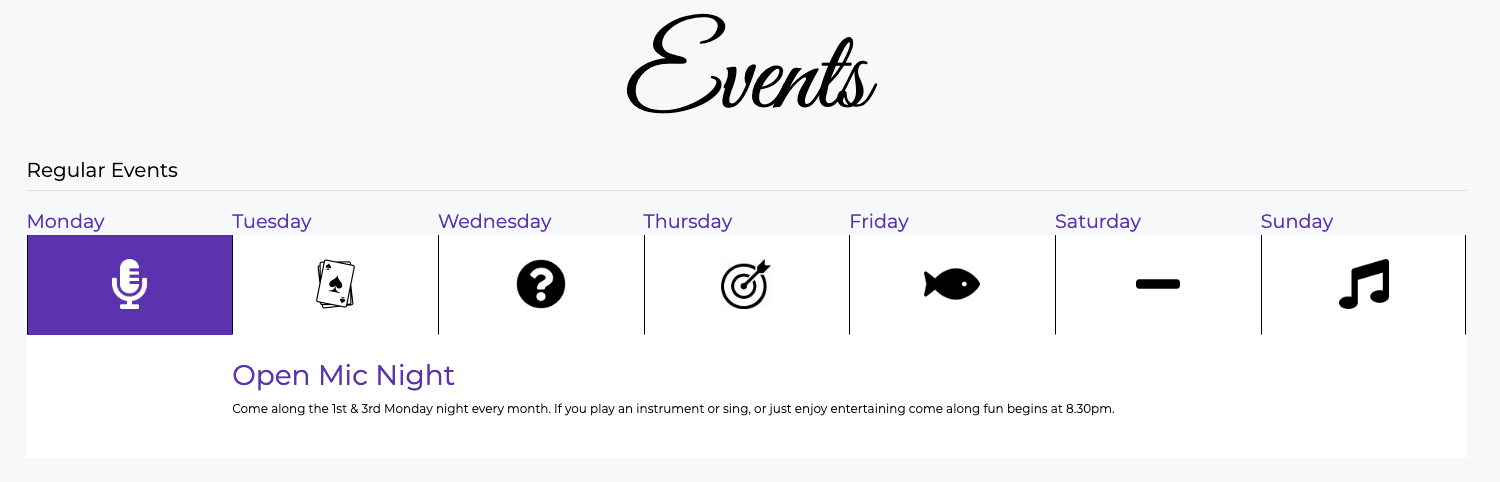
It should then appear like so:



This shows:

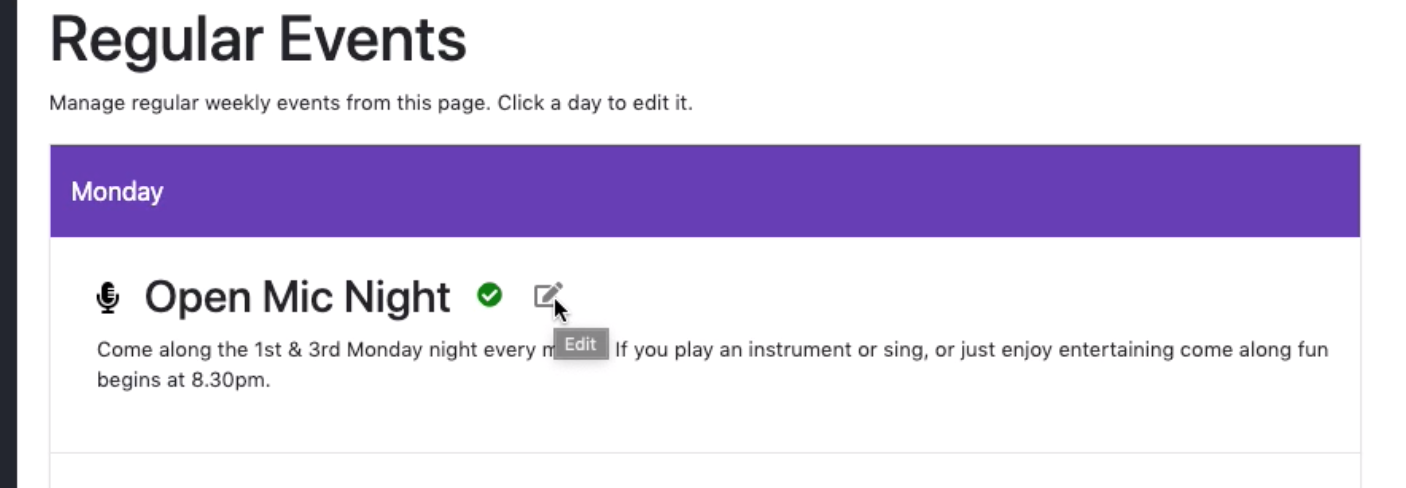
* The name of the event
* The event icon
* The description of the event

All of which are displayed on the website.

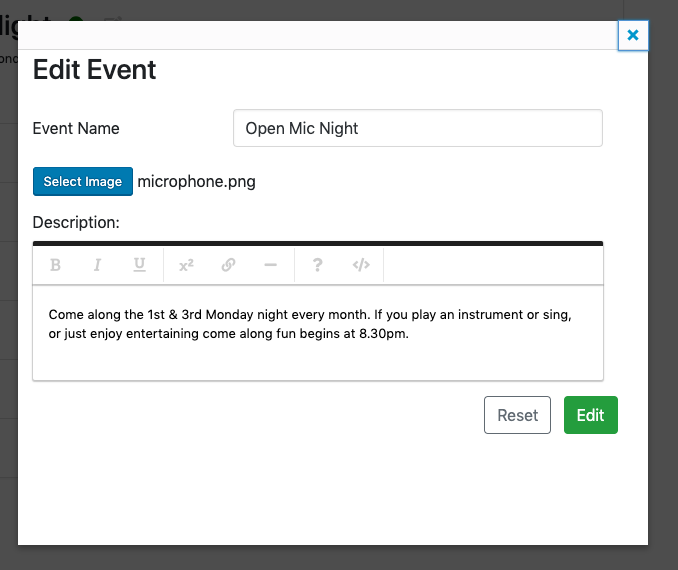


## Editing Event Information

To edit any of this information, click the ‘Edit Icon’:



When you click this, you should see this screen:

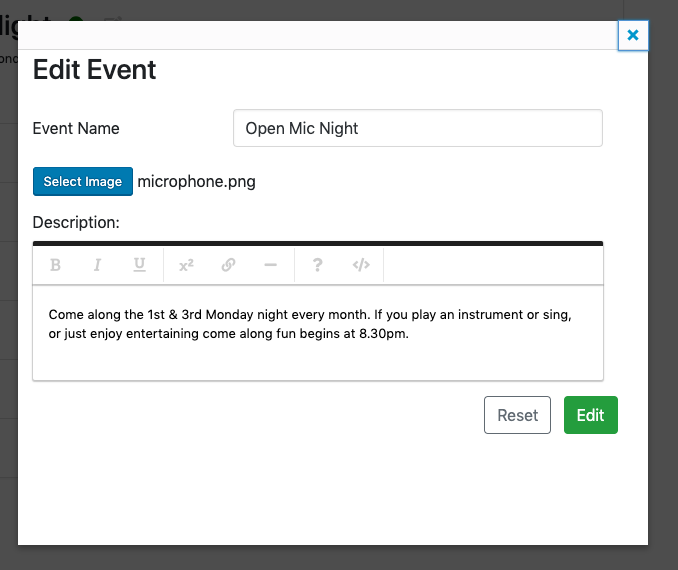


Here you can change the event name, the description and select a different icon.

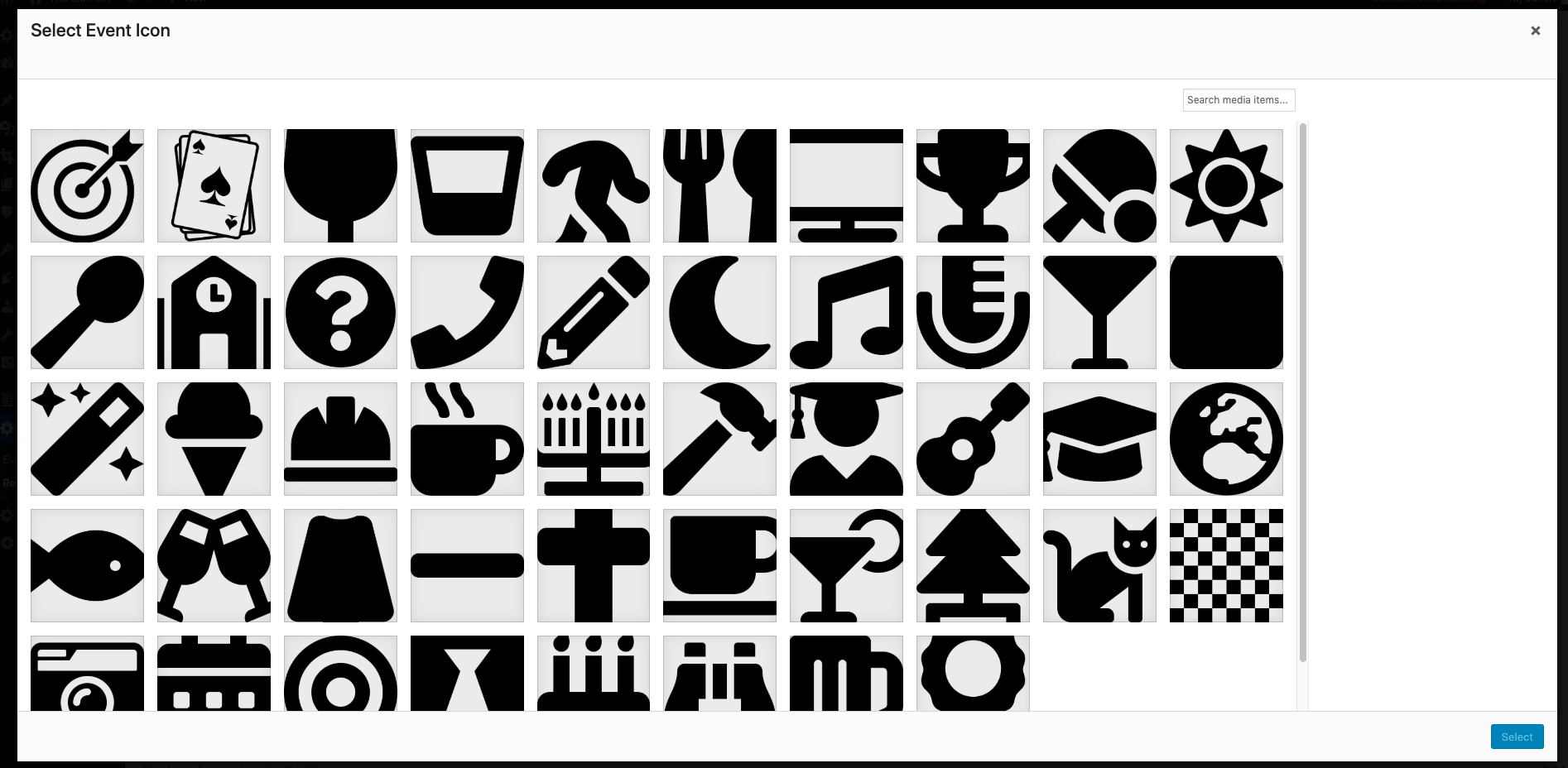
When done, click the big green ‘Edit’ button.

### Changing the Icon

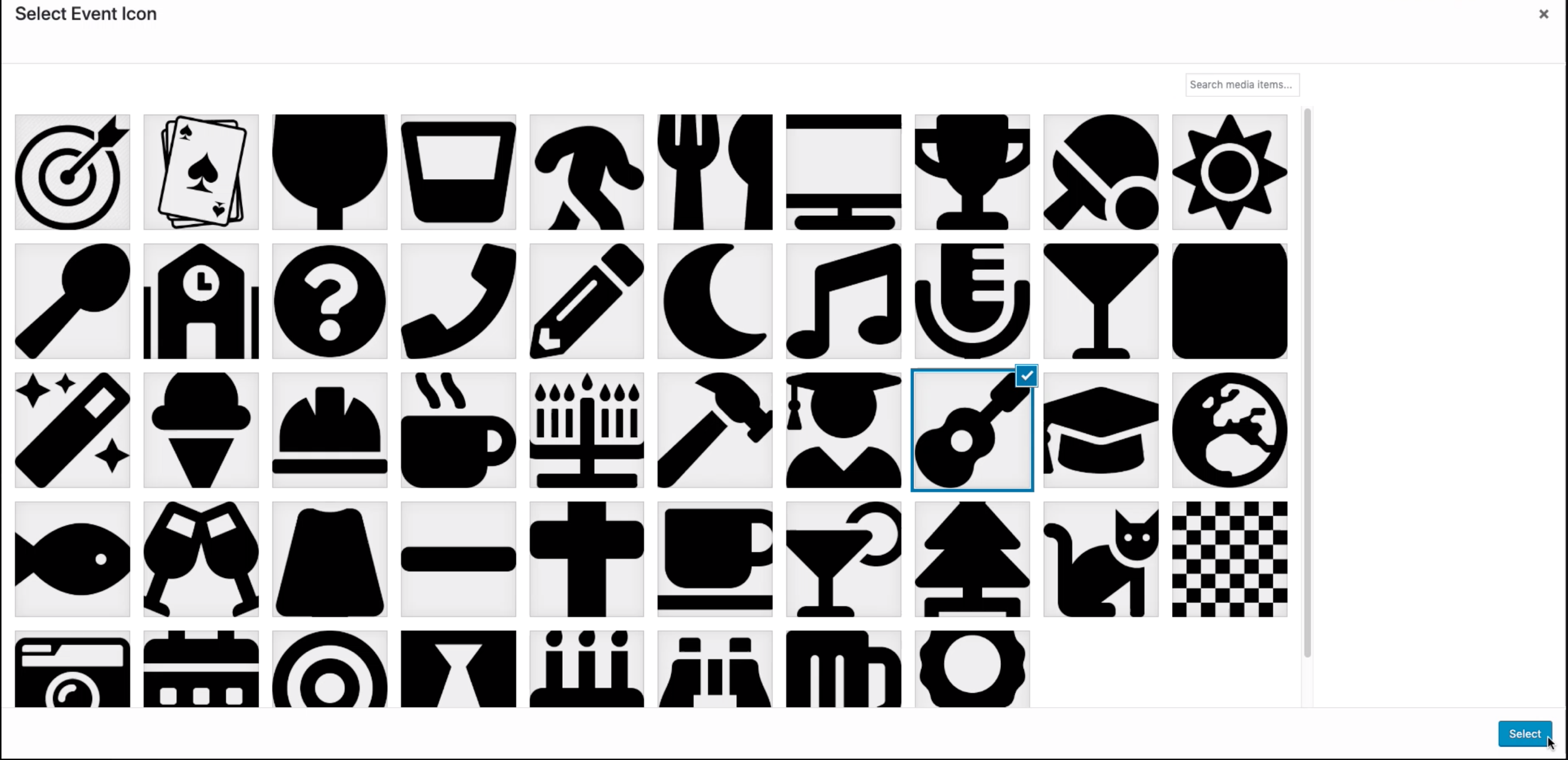
To change the icon, click the ‘Select Image’ button:



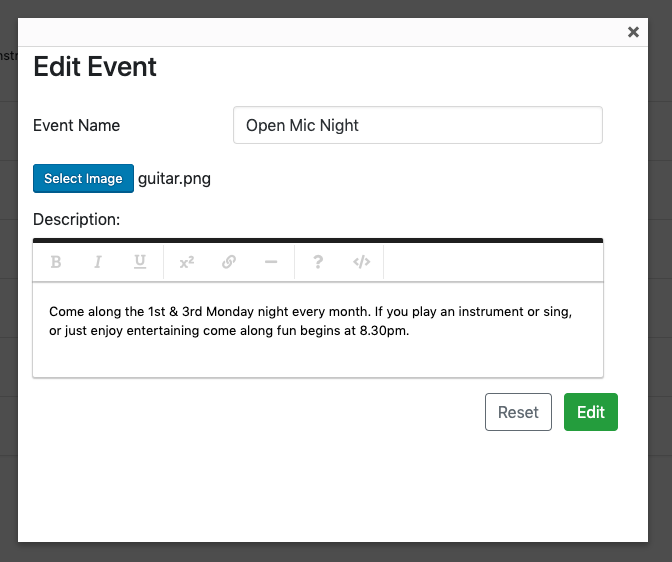
You should then see this screen:



Select an image and click ‘Select’:

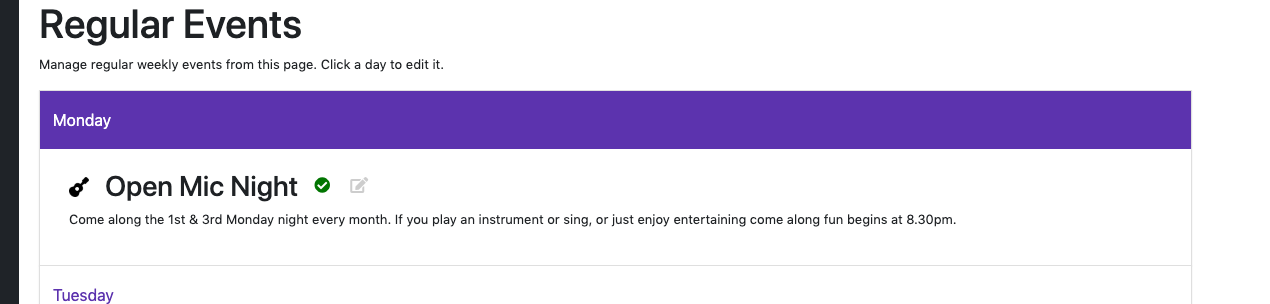


You should then see that the name next to the ‘Select Image’ button has changed:



Click ‘Edit’.

You should see the new icon next to the title:



# UPCOMING EVENTS