# Changing Your Event's Basic Details

Some of the information that you entered when creating your event may no longer be correct. You can simply change these details at any point during your event by following the instructions below.

1. Firstly, navigate to your **Dashboard**, and click on the **Edit info and details** button on the left panel.
   This should be the first page you arrive on for your event
2. In the General Info section, you can update your event name and dates.
   Your sessions can only be set between these dates

   📅 If your event end date has already passed, you won't be able to edit the dates of your event. To do so, please reach out to Support@Bizzabo.com and one of our support team members will be able to help you out.

3. You can decide whether to show these event dates to your attendees, or have a more generic text (such as "Summer 2022" or "Coming Soon"), by marking the **Hide event dates** checkbox. Once marked, a field for alternative text will appear.

   You don't have to use concrete dates from the beginning

4. Next, you can change the attendance type of your event from a choice of **In Person**, **Virtual**, or **Hybrid**.

   Don't get too worried about this field. It won't effect your event at all, and is used for Bizzabo tracking purposes.

5. Set your event Time Zone. This is the main time zone that will be the default time that will be shown to attendees. Choose your time zone from the drop-down menu
6. Set your Event Language and Tags, as necessary. The Event Language and Tags are for tracking purposes, but also can be pulled for your own purposes via the API.

7. Next set your Event Description. It's important to note that the Event Description gets pulled if an attendee adds the event to their personal calendars.
   You event description will get pulled for calendar invites and social shares.
8. Add the Event Contact Email for Attendees to go to when they click on a "Contact Organizer" button.

9. Set your Event Type, Registration Type, and Registration Goal, The event type and goal are for our own tracking purposes, so we can try and help you best hit your goals. Your Registration Type is either Paid or Free.

10. If you are using Twitter for your event, you can add your Twitter Name and Hashtag, to be added to buttons across the Event Website.

11. If your event has an In-Person component, you can put the address and location in the Venue & Location section.

12. When you're done, don't forget to click save!

Use the Event info and details page to ensure all of your basic event information is up to date at all times.