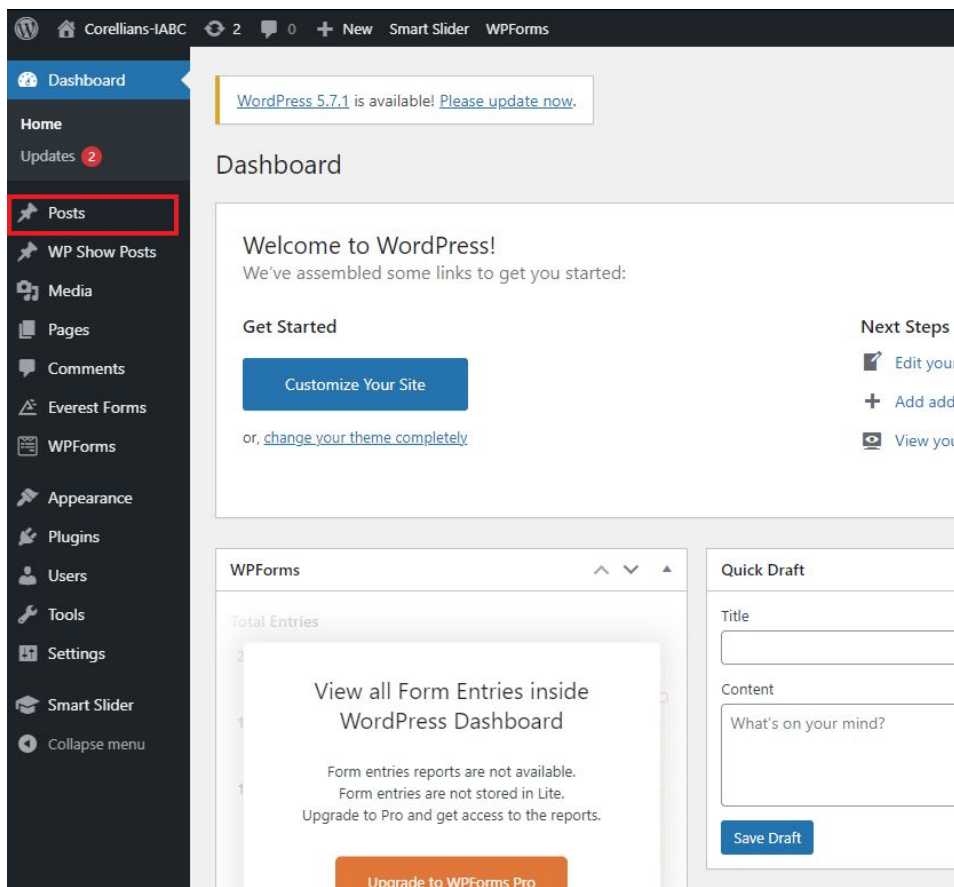# How to Add Or Update Events

IABC Regina - Corellians

Step 1

Go to the Admin Dashboard and click Posts in the sidebar.

Step 2

Click on the clone option

Step 3

Click on the edit option

Step 4

1) Select the element you would like to change
2) You can change the title, the content and add images if you would like.
3) Don't forget to Publish to save your changes!

Step 5

To ensure the post shows up on the page you want select the Quick Edit option

Step 6

1) Ensure the Upcoming Events box is the only one checked for new events
2) Don't forget to hit Update when you are done!

Step 7

1) Once an Event has passed you can change it to be in the previous event category by checking the previous events box only
2) Don't forget to hit Update when you are done!

Step 8

1) To remove the sign up and payment form from the event after it has passed click on the "click here to join text"
2) Click on the 3 block dots
3) Select the "Remove Clock" option
4) Don't forget to click Publish to save your changes!