


Edit Event

From the Dashboard:

1. Select the icon you have chosen for Event Calendar.
2. Click the radio button by the event you would like to edit.

Event Image	Select	Event Title
	<input checked="" type="radio"/>	July 4th Celebration

3. Select 'Edit' on the right.
4. Make your changes.
5. If you enter an expiration date, the system will automatically archive your event on the date entered.

* Expiration Date & Time :

6. Choose whether you would like to have Call and/or Contact Us buttons displayed on the event.

☒ Display Call Button
☒ Display Contact Us Button

7. Choose the 'Publish' status if you are ready for your event to be displayed on your App's event calendar or you may choose to keep it 'Private'. ☐ Private ☒ Publish
8. If you chose Publish, you may pick a date to publish it.

* Publish Date: (MM/DD/YYYY)

9. **Important!** If you auto share content and do not wish to share this item, uncheck the appropriate boxes.

☐ Auto post on facebook
☐ Auto post on twitter

10. Click 'Submit'.

Submit

11. If you chose to keep it Private, click 'Save'.

Save