

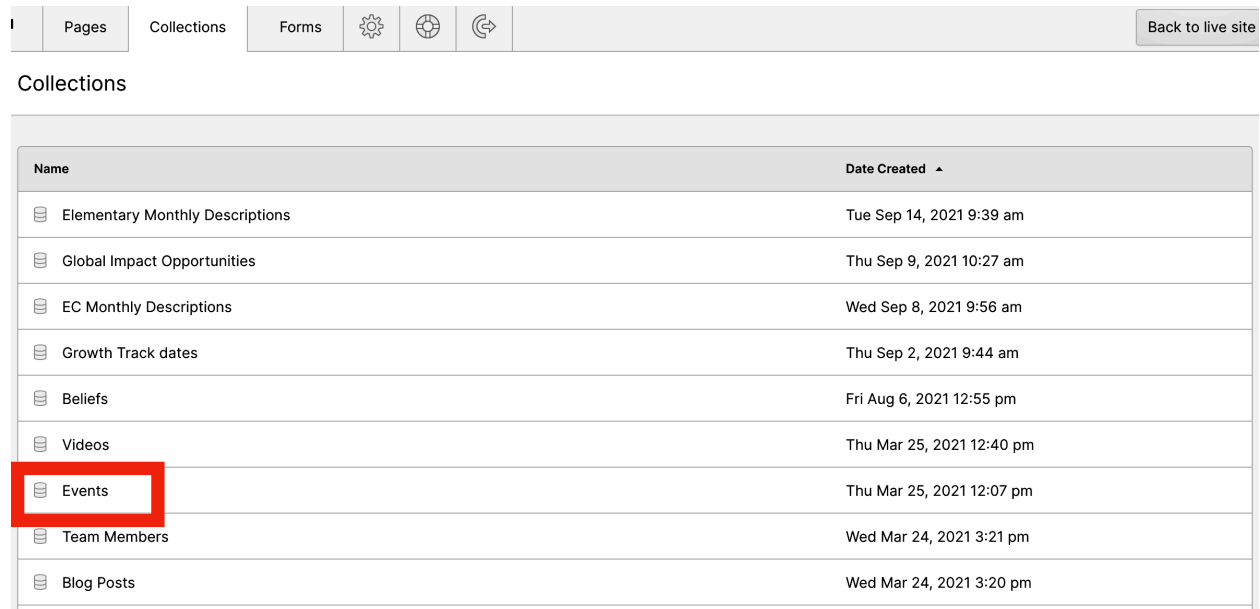
How Do I Edit My Events?

Events change constantly. To keep your website up to date and ensure that people are updated, events need to be edited on short notice. Sometimes, plans change—dates, times, and locations need updating. See below how to edit your events.

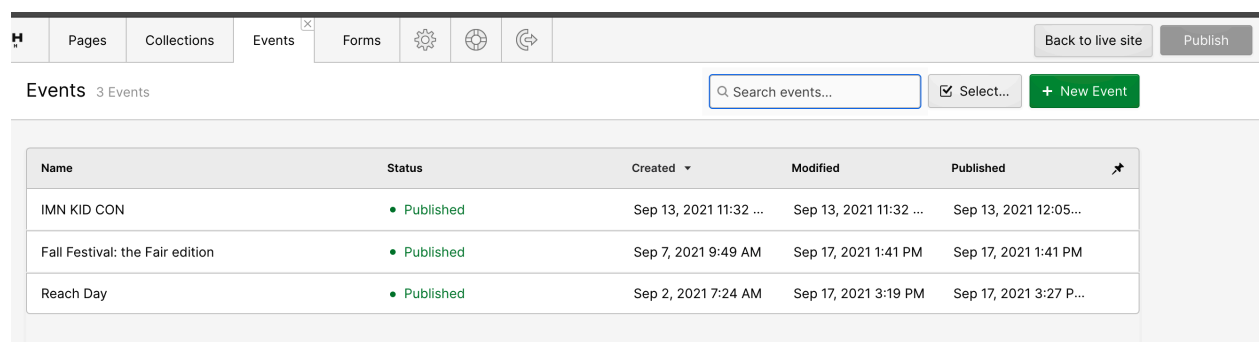
1. On the Editor bar on the bottom of your website, select “Collections.”



2. Find and select the events collection.



3. Find and Select the event that you want to edit. *To create an event, select “New Event.”*



4. Once you select the event you want to edit, you may edit all fields (ie, name, start/end date, event repetition, etc). *If creating an event, fill out the fields.*

Basic info

Name *

Slug *

www.reachchurch.one/event/imn-kid-con

Custom fields

Start Date

End Date

Time (please include am or pm)

This event occurs every -
Select the day on which this day occurs on weekly basis and it will appear in weekly calendar

Video link (in place of the graphic)

Button Text

RSVP Link

Item ID

613f7d2bf1b5597ede1427ef

Created

September 13, 2021, 12:32pm by Cara Cooley

Last edited

September 13, 2021, 12:32pm by Cara Cooley

Last published

September 13, 2021, 1:05pm by Cara Cooley

- Once all desired updates are completed, do not forget to save the changes made. You may also select “Publish,” “Save as draft,” or “Schedule—*only if this is a new event*.” If you would like to unpublished the event from your site, you can select “Save as draft.”

The screenshot shows an event editing interface for 'IMN KID CON'. At the top left, there is a back arrow and the event title 'IMN KID CON'. At the top right, the status is 'Published', with 'Cancel' and 'Save' buttons. A dropdown menu is open, showing options: 'Publish', 'Save as draft', and 'Schedule'. Below the title, there are 'Replace' and 'Delete' buttons. The main content area has three sections: 'Video link (in place of the graphic)' with a 'Paste Video URL' input field; 'Button Text' with a 'Registration Form' input field; and 'RSVP Link' with a text input field containing the URL 'https://drive.google.com/file/d/1DSKbANLq6vmK8NPJ7oFVAwSUO0T5pMxR/view?usp=sharing'. At the bottom, there is a metadata section with 'Item ID' (61317d2bf1b5597ede1427ef), 'Created' (September 13, 2021, 12:32pm by Cara Cooley), and 'Last edited' (September 13, 2021, 12:32pm by Cara Cooley).

If you have more questions about your events or how to edit them, contact your AE!