

Calendar Feature: I need to make revisions to an event on my calendar. How do I edit my event?

1. Select Calendar from your Web Builder Dashboard
2. Scroll to the event listed in your events queue directly below your calendar
3. Click the Event Title you want to edit. This will bring you to the full description page of your event
4. Hover your mouse over the event so that your Edit tab will appear
5. Select Edit This Event
6. Edit your Event in the text box provided
7. Save Your Changes. Your event has been updated

*Remember to publish your website for your changes to appear on your live site

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Author: Homespun Support

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