

How to edit events submitted to the Highgate Calendar

## **Choose Dashboard**



Log in to the highgatecalendar.org website by clicking on the social account icon you use starting at: <a href="http://www.highgatecalendar.org/add-event/">http://www.highgatecalendar.org/add-event/</a>

Once the toolbar is visible click 'Dashboard' from the 'Highgate Calendar' menu.

## Choose to list your events

🕸 Dashboard	Events Add	New									5	icreen O	ptions
Events	All (1,290)   Mige	(1)   Published (1,235)   Draft	s (53)	Pending (2)   Trash	(2)							Sear	ch Ever
All Events	Bulk Actions	Apply											
vdd New	All dates	Show All Categories	\$	Show All Tags	٠	Show Al	Event Feeds \$	Show All Venues	÷	Show All Autho	rs	\$	Filter
Drofile		-								1,290 items a	<	of 65	
Collapse menu	Title				Author		Post Date	Event date/time					

Choose 'All Events' from the 'Events' menu. Then click 'Mine' top left to see only those you have submitted or filter by selecting your name from the list in the 'Authors' area and click 'Filter'



## Edit your event

Title	Author	Post Date	Event date/time
TEST event — Pending Edit   Quick Edit   Trash   Preview   Themify Builder   Clone   Clone to Draft	ian .	Last Modified 2016/07/30	01/09/2016 @ 2:36 pm - 3:36 pm

Roll-over the title of the event you want to edit and click 'Edit' from the choices which appear.

You may also want to 'Clone to Draft' if you need to make a new event based on an old one and just change some details.

Please DO NOT 'trash' (delete) old events. They should remain in the database even when they are past as a useful reference.