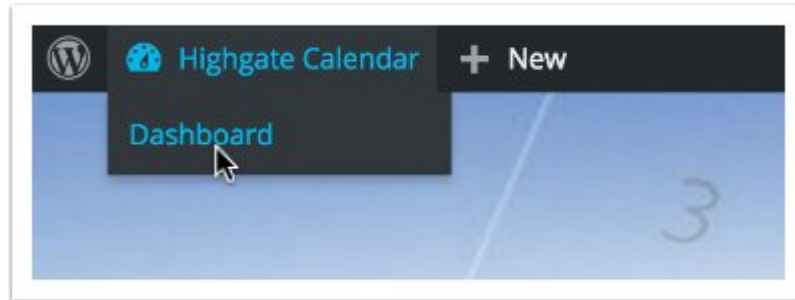


How to edit events submitted to the Highgate Calendar

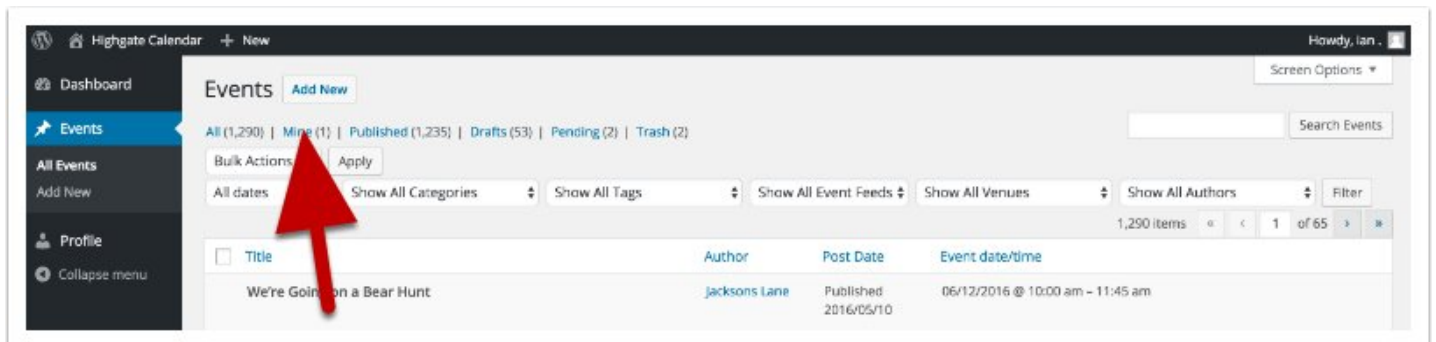
Choose Dashboard



Log in to the [highgatecalendar.org](http://www.highgatecalendar.org) website by clicking on the social account icon you use starting at: <http://www.highgatecalendar.org/add-event/>

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

Choose to list your events



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

<input type="checkbox"/>	Title	Author	Post Date	Event date/time
<input type="checkbox"/>	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.