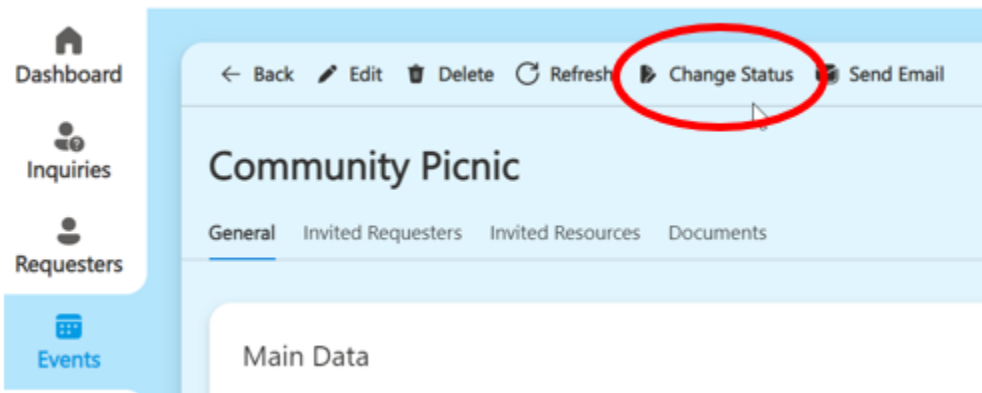




How to Change Event Status

1. On left hand menu, click on **Events**
2. Double Click on the Event Name or Title that you would like to Update
3. Click above the Event Title on **Change Status**



4. Click on the dropdown menu for Status and choose either Postponed or Canceled
5. Enter a reason in the **Confirmation Text** textbox.
6. Click on **Save and Notify** to save the change and send an email notification to the invited person or if you do not wish to notify them, just click **Save**.

