Making Changes to an Event's Details

"Unapproved" (pending) Status

If you need to make a change (e.g., change dates, times, desired location) to your Event Application for this specific event while the event is still "Unapproved" (pending), call Student Activities at (940) 565-3807. Student Activities will deny your Event Application so you can make the necessary edits and resubmit. **Do not submit a new Event Application.**

"Approved" Status

If you need to make a change (e.g., change dates, times, desired location) to your Event Application for this specific event after it has been "Approved", navigate to the public-facing event page for the event you would like to change. Click the *Manage Event* button in the upper right hand corner. If you do not see this button, you do not have the appropriate level of access within your organization to make changes to event details.

From the Events Actions Dashboard at the bottom of the page, select *Change Details*.
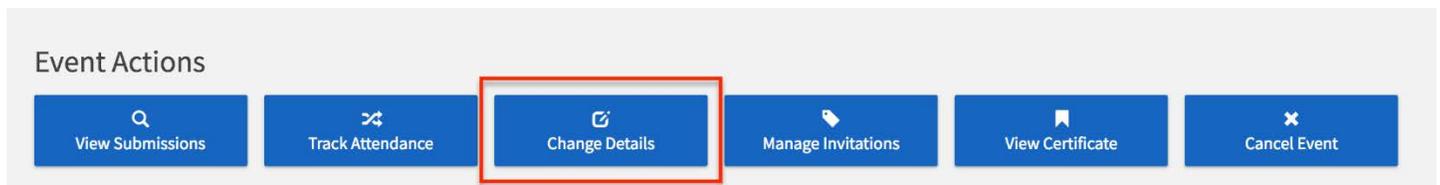
This will initiate a Change Request. Make any changes to your event as necessary; when you are finished clicking through all of the pages, you will be prompted to *Resubmit* the request. Any changes made will need to be approved by all necessary reviewers before they appear.

"Denied" Status

If your Event Application is "Denied", go to your *User Drawer* and select *Submissions* (see "User Drawers Personal Tools Quick Tips" for more information).

Click on the *Events* tab and select the name of the event that you wish to edit.

Make any changes to your event as necessary; when you are finished clicking through all of the pages, you will be prompted to *Resubmit* the request. Any changes made will need to be approved by all necessary reviewers before they appear.

Note: This method is only possible if you were the creator of the event.