MIT Events Calendar - Edit, Copy or Delete an event

MIT Events Calendar - Edit, Copy or Delete an event

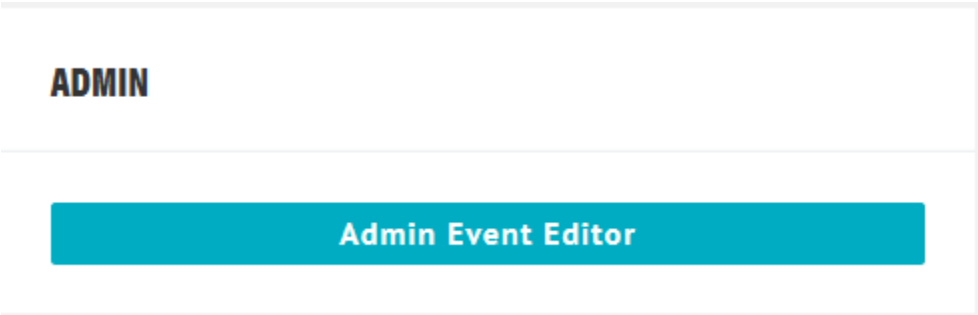
Event Administrators can only add, edit and delete events for their groups. Click on your user profile icon. Then click **Calendar Admin,** which will bring you to the Admin Dashboard view.

Edit Event
Event edits can be made in the **Admin Dashboard** by clicking on the **Admin Event Editor** at the bottom of the event landing page. You will be in the editing event section where updates can be made and after save changes by clicking **Save Changes.** A message will display that "Event was saved."

Delete Event
Admin Event Editor allows you to delete an event, which can be done by clicking **Delete Event.** You will be prompted asking if you want to delete this event. A message will display that "Event was deleted."

However, deleting an event will not notify your attendees. **If event owners want to cancel their events, its recommended to add "CANCELED" to the event title, so that all potential attendees are informed.** Keep canceled events in the system as there is no storage limit and past events will still appear in search results. Also, if a canceled event is happening the following year, then you can copy the event and change the details.

View and Copy Event
Events can also be viewed and copied in the **Admin Event Editor. View Event** and **Copy Event** are located above the EventReach Metrics.
View Event will show your event on the landing page. **Copy Event** you will be prompted asking if you want to create a new event using this event as a template. A message will display that "Event was copied." You can edit your event and save it.
Note: Before saving a copied event, make sure to mark event as **Verified**. This will automatically post event to the calendar.



See Also

- MIT Events Calendar Landing Page
- Localist Frequently Asked Questions and Support Documentation