

Moving Timeline Items with an Event

Updated: November 18, 2015

Have you tried to move an event only to have the timeline items show out of range?

Spaces Used

Notes

Time Line

Activities

Documents


Journal

Messages

Publicity

History

Event In



Start	End	Type	Description
8/12/2013 (Mon) 8:00 AM	- 9:00 AM	Move In	(No Description) (1h)
9:00 AM		Open Doors	(No Description)
9:00 AM	- 10:00 AM	Breakfast	(No Description) (1h)
10:00 AM	- 12:30 PM	Show Time	(No Description) (2h30m)
12:30 PM	- 1:30 PM	Lunch	(No Description) (1h)
1:30 PM	- 6:00 PM	Show Time	(No Description) (4h30m)
6:00 PM	- 7:00 PM	Dinner	(No Description) (1h)
7:00 PM	- 10:30 PM	Show Time	(No Description) (3h30m)
11:00 PM	- 11:59 PM	Move Out	(No Description) (59m)
8/13/2013 (Tue) 8:00 AM	- 11:59 PM	Main event	Worldwide Wine Tasting Convention (15h59m)

**The date/time is out of bounds of the event's range.

This article will walk you through moving an event, along with all of its timeline items, to a new date. This can be done from either the Event Details page or the Calendars page.

From the Event Details Page.....

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From Calendars

4

From the Event Details Page


1. Navigate to the event details page for the event you would like to move.
2. Click **Move**.

The screenshot shows the 'eventbooking.com' website interface. At the top is a navigation bar with links: Home, Calendars, Sales, AddressBook, Resources, Reports, and My Website. Below the navigation bar is the eventbooking.com logo and a search bar. On the left side, there is a 'Reports and Forms' sidebar with a list of items: Attendance, BEO - Main Event, BEO - Sub-Event(s), Extra Spaces, Extra Spaces (No Line Breaks), Grouping Total, Hold Confirmation - Event, Invoice, and a partially visible 'Total'. The main content area displays the details for the 'Worldwide Wine Tasting Convention : Event (id=868228)'. It includes the 'Event Name' as 'Worldwide Wine Tasting Convention', the 'Where' location as 'Arena, Convention Center, Grounds (2 more)', and the 'When' date and time as '8/12/2013 8:00 AM - 11:59 PM (Mon)'. The 'When' section has a 'Move' button highlighted with an orange box and a 'View Calendar' link.

3. Set the desired start date for the event.
4. Click **Move**.

The screenshot shows a 'Move' dialog box overlaid on the event details page. The dialog box has a title bar with 'Move' and a close button. The main text inside the dialog box reads: 'Moving Worldwide Wine Tasting Convention (id=868228) will adjust all of its dates, timeline items, and its descendants.' Below this text is a 'To:' label followed by a date picker showing '8/13/2013', which is highlighted with an orange box. An orange arrow points from this date picker to the 'Move' button at the bottom right of the dialog box, which is also highlighted with an orange box. A 'Cancel' button is located next to the 'Move' button. The background of the dialog box is semi-transparent, showing parts of the event details page.

5. Your timeline items will be moved with the event.

Spaces Used	Notes	Time Line	Activities	Documents	Journal	Messages	Publicity	History	Event In
									
Start		End	Type	Description					
8/13/2013 (Tue)		8:00 AM - 9:00 AM	Move In	(No Description) (1h)					
		8:00 AM - 11:59 PM	Main event	Worldwide Wine Tasting Convention (15h59m)					
		9:00 AM	Open Doors	(No Description)					
		9:00 AM - 10:00 AM	Breakfast	(No Description) (1h)					
		10:00 AM - 12:30 PM	Show Time	(No Description) (2h30m)					
		12:30 PM - 1:30 PM	Lunch	(No Description) (1h)					
		1:30 PM - 6:00 PM	Show Time	(No Description) (4h30m)					
		6:00 PM - 7:00 PM	Dinner	(No Description) (1h)					
		7:00 PM - 10:30 PM	Show Time	(No Description) (3h30m)					
		11:00 PM - 11:59 PM	Move Out	(No Description) (59m)					

From Calendars

1. Navigate to the month in which your event takes place.

Home Calendars Sales AddressBook Resources Reports My Website

eventbooking.com Search

Today August 2013

August 2013

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

▼ Calendars

My Shortcuts Edit Save 31

-Custom-

All None Expand Collapse

- ☒ Arena
 - ☒ Half-House Theatre
 - ☒ Loading Dock
 - ☒ Lobby
- ☒ Convention Center
 - ☒ Ballrooms
 - ☒ Ballroom A
 - ☒ Ballroom B
 - ☒ Ballroom C
 - ☒ Exhibit Halls
 - ☒ Exhibit Hall A
 - ☒ Exhibit Hall B
 - ☒ Exhibit Hall C

Sunday	Monday	Tuesday	Wednesday
28	29	30	
4	5	6	City-Wide "Open House" Arena, Convention Center, Gro... 8:00 AM - 11:59 PM <input type="radio"/> Request for Hold
11	12	13	
City-Wide "Open House" Arena, Convention Center, Gro... 8:00 AM - 11:59 PM <input type="radio"/> Request for Hold	Worldwide Wine Tasting Conve Arena, Convention Center, Gro... 8:00 AM - 11:59 PM <input type="radio"/> Request for Hold City-Wide "Open House" Arena, Convention Center, Gro... 8:00 AM - 11:59 PM <input type="radio"/> Request for Hold		
18	19	20	

2. Drag and drop the event onto the desired start date.

eventbooking.com

Home Calendars Sales AddressBook Resources Reports My Website

Today August 2013

August 2013

Sunday Monday Tuesday Wednesday

City-Wide "Open House"
Arena, Convention Center, Gro...
8:00 AM - 11:59 PM
☐ Request for Hold

Worldwide Wine Tasting Conve
Arena, Convention Center, Gro...
8:00 AM - 11:59 PM
☐ Request for Hold

City-Wide "Open House"
Arena, Convention Center, Gro...
8:00 AM - 11:59 PM
☐ Request for Hold

City-Wide "Open House"
Arena, Convention Center, Gro...
8:00 AM - 11:59 PM
☐ Request for Hold

3. Confirm that the date is correct and click **OK**.

Move to 8/13/2013?

OK Cancel

City-Wide "Open House"
Arena, Convention Cent
8:00 AM - 11:59 PM
☐ Request for Hold

4. Your event is now moved to the new date, along with all of its timeline items.

Home Calendars Sales AddressBook Resources Reports My Website

eventbooking.com Search

Today < > August 2013

August 2013

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
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 - ☒ Exhibit Hall C

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18	19	20	