Using Drag-and-Drop

Updated: August 21, 2014

Contents

Drag an Event to a Different Time or Day

1. Locate the event you would like to move.

ıary 05, 2013

| Wed 12 | Thu 13 | Fri 14 | Sat 15 |

14130
4:30a   11:29p
Oliver Twist (TI
Event City Theat
4:30 AM - 11:29

516172
8a 11:59p
Hockey Ca
Grounds
8:00 AM - :
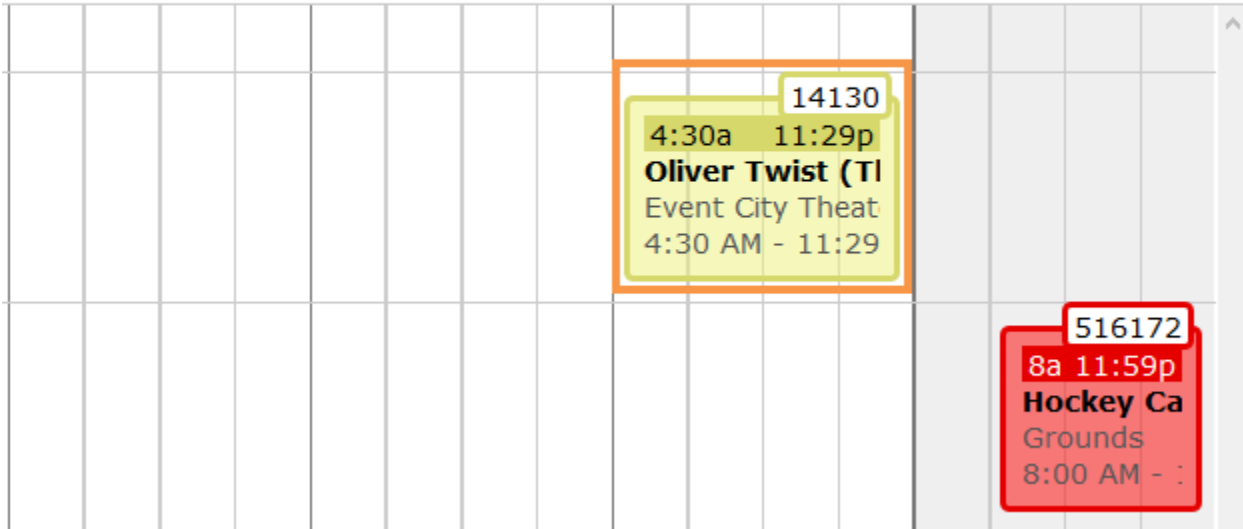
2. Drag the event to its new timeslot or day.

ıary 05, 2013

| Wed 12 | Thu 13 | Fri 14 | Sat 15 |

14130
4:30a   11:29p
Oliver Twist (TI
Event City Theat
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Hockey Ca
Grounds
8:00 AM - :
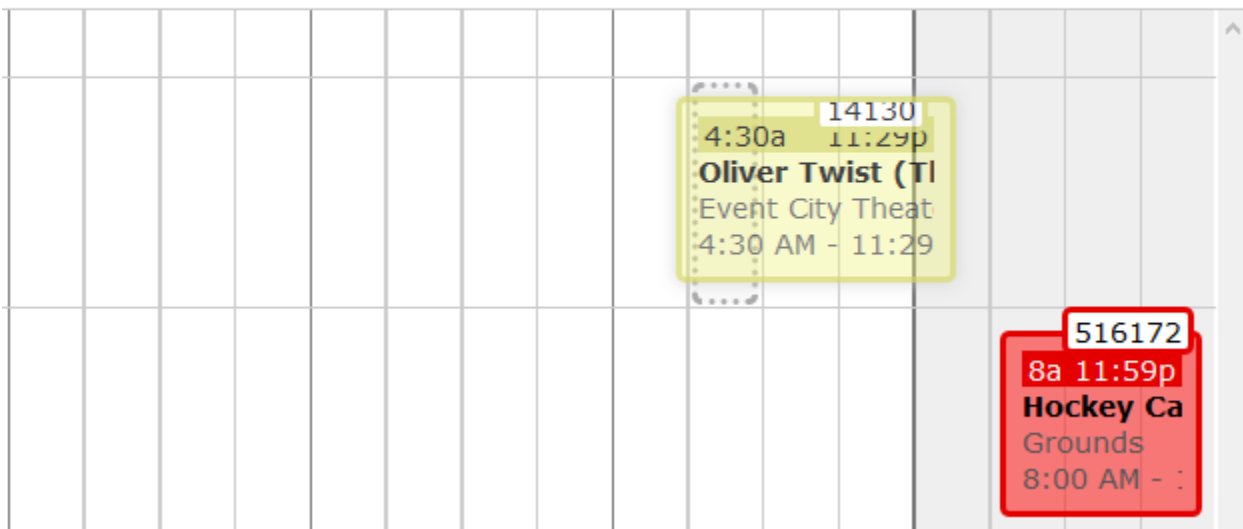
3. Click **OK** to confirm your changes.

Move to 6:00 AM?

OK   Cancel

Drag an Event to a Different Space

Note: This is only possible using the Week or Day views.

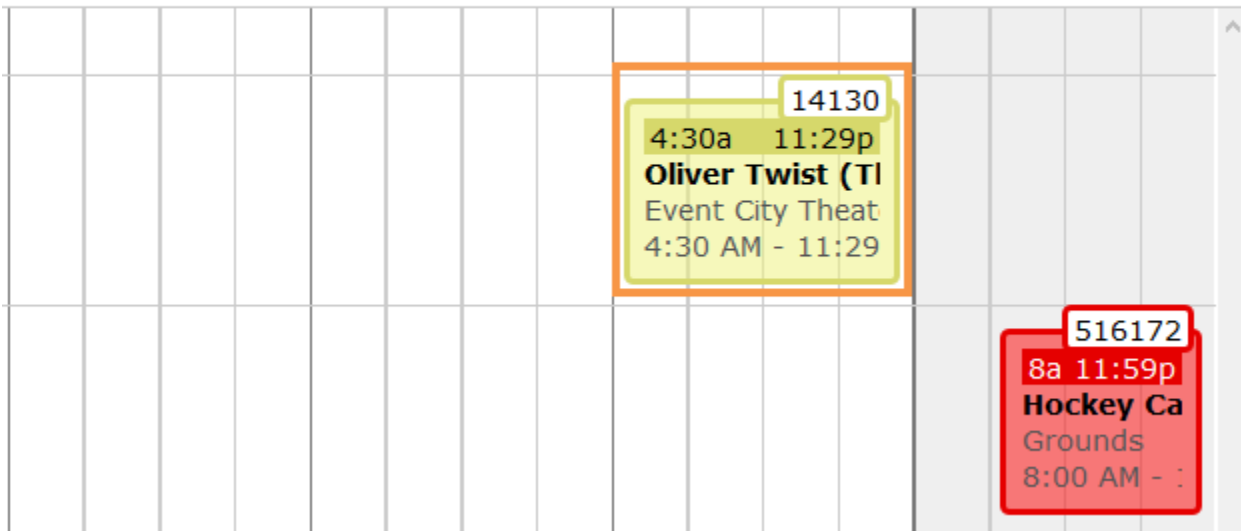1. Locate the event you would like to move.

2. Drag the event to its new space.
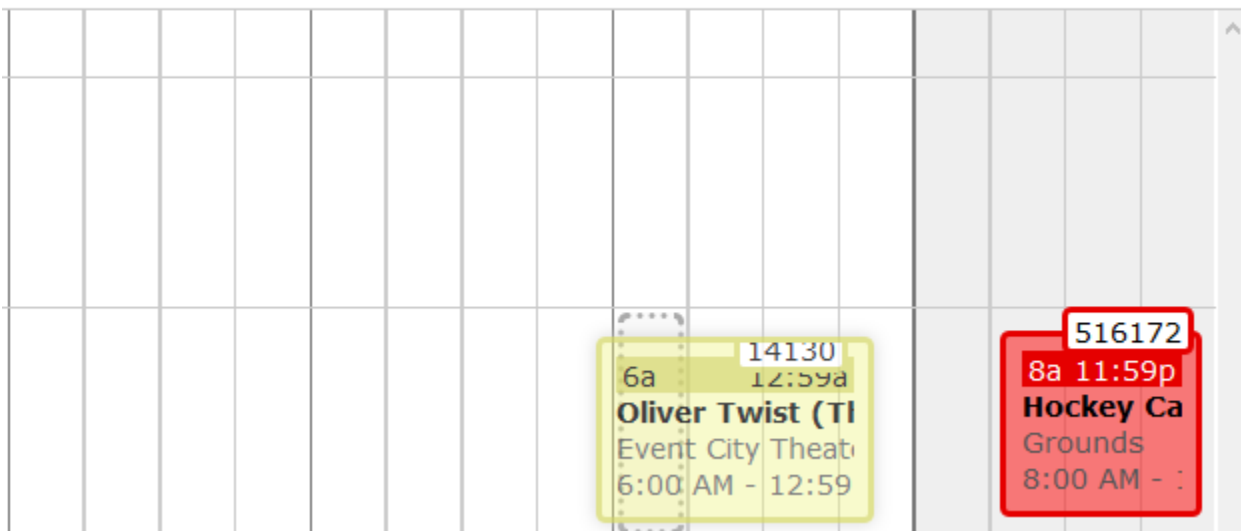
3. Click **OK** to confirm your changes.

Move to 12:00 AM on Grounds?

OK   Cancel

Copy an Event to a Different Time, Day and/or Space

1. Locate the event you would like to move.
2. Hold **Ctrl** on your keyboard.
3. Drag the copy to its timeslot, day and space.

4. Click **OK** to confirm your changes.