

# Using the Event Bin

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The event bin allows users to quickly make changes to multiple events, including:

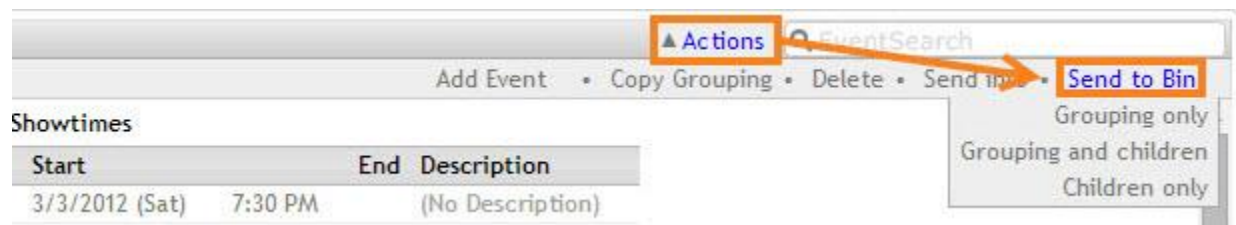
- Appending text to or completely changing events' names
- Changing statuses
- Updating attached address book items
- Managing attached tags
- Updating avails settings
- Adding or updating timeline items
- Adjusting publicity information

This document will walk you through adding events to the bin, mass-editing them, then removing them from the bin.

## Add Events to the Bin

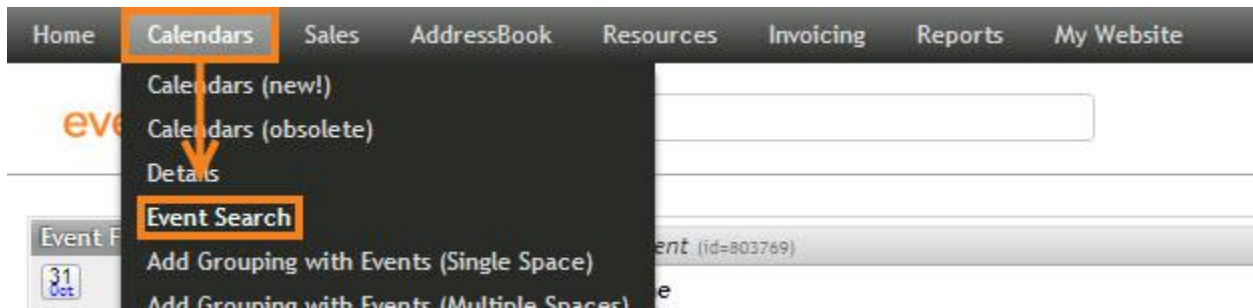
### From the Event Details Page

1. Click **Actions** toward the upper-right corner of the page.
2. Click **Send to Bin**. If you are on a grouping's details page, you will receive a drop-down with the following options:
  - **Grouping only**: add only the grouping to the bin
  - **Grouping and children**: add the grouping and all of its events to the bin
  - **Children only**: add only the grouping's events to the bin



## From the Event Search Page

1. Hover over **Calendars**.
2. Click **Event Search**.



3. Perform a search for your events. (For more information, please see [the event search document](#).)
4. Click the grey bin icons on the left side of the screen to add events to the bin. Clicking the top bin, to the left of *Event Name*, will add all of the events to the bin.

Search:

☐ Advanced Filtering

Searching: "david" or "copperfield", All status(es), All calendar(s), All location(s), 1 region(s)

Grouping (2) Event (47)

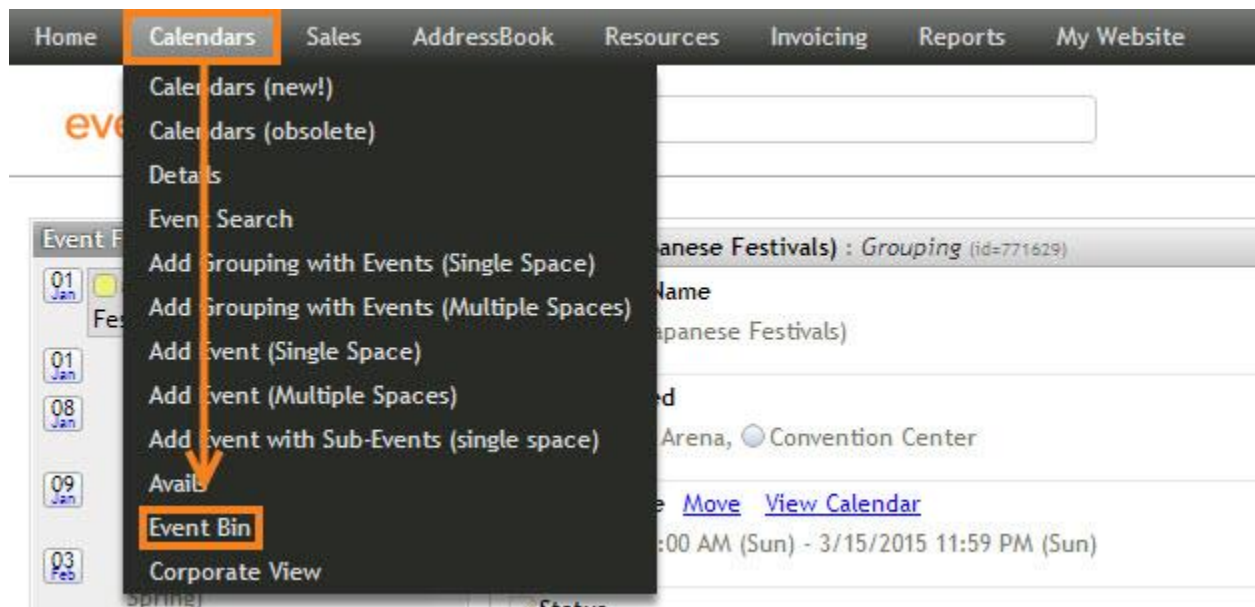
	Event Name	Grouping	Spaces Used	When	Status	Type	Showtimes	Companies	Avails Display
	<a href="#">David Copperfield Day</a>	<a href="#">David Copperfield 2011 - 12</a>	Event City Theater	Sep 4, 2011 4:30am to 11:29pm	Confirmed				Show only the color (no text)
	<a href="#">David Copperfield Day</a>	<a href="#">David Copperfield 2011 - 12</a>	Event City Theater	Sep 5, 2011 4:30am to 11:29pm	Confirmed				Show only the color (no text)
	<a href="#">David Copperfield Day</a>	<a href="#">David Copperfield 2011 - 12</a>	Event City Theater	Sep 7, 2011 4:30am to 11:29pm	Confirmed		Sep 7, 2011 2:00 PM 1hr 30min (2 more)		Show only the color (no text)

## Edit Events in the Bin

1. Navigate to the event bin page by either:
  - Clicking the event bin icon toward the upper-right of most pages, then clicking **Go to Event Bin**.



- Hovering over **Calendars** and clicking **Event Bin**.



2. Select the event level and event information you would like to view from the panel on the left side of the page.

Selected (0): [Remove from bin](#) [Move](#) [Delete](#)

<input type="checkbox"/>	When	Event	Ca
<input type="checkbox"/>	1/1/2012 8:00 AM (15h59m)	Shogatsu (New Year)	EE
<input type="checkbox"/>	1/8/2012 8:00 AM (15h59m)	Toshiya (Archery Contest)	EE
<input type="checkbox"/>	1/9/2012 8:00 AM (15h59m)	Seijin no Hi (Coming of Age)	EE
<input type="checkbox"/>	2/3/2012 8:00 AM (15h59m)	Setsubun (Beginning of Spring)	EE
<input type="checkbox"/>	2/11/2012 8:00 AM (15h59m)	Kenkoku Kinenbi (National Foundati	EE
<input type="checkbox"/>	2/14/2012 8:00 AM (15h59m)	Valentine's Day	EE
<input type="checkbox"/>	3/3/2012 8:00 AM (15h59m)	Hina (Girl's Festival)	EE
<input type="checkbox"/>	3/14/2012 8:00 AM (15h59m)	White Day	EE
<input type="checkbox"/>	3/15/2012 8:00 AM (15h59m)	Hounen	EE

3. Click the checkboxes next to the events you would like to edit. Clicking the top checkbox, to the left of *When*, will select all events in the bin at the selected event level.
4. Click the pencil and paper icon next to the field you would like to edit.

<input checked="" type="checkbox"/>	When	Event	Calendar	Status	Contact	Tag
<input checked="" type="checkbox"/>	1/1/2012 8:00 AM (15h59m)	Shogatsu (New Year)	EB Beta Arena	Request for Hold	None	None
<input checked="" type="checkbox"/>	1/8/2012 8:00 AM (15h59m)	Toshiya (Archery Contest)	EB Beta Arena	Request for Hold	None	None
<input checked="" type="checkbox"/>	1/9/2012 8:00 AM (15h59m)	Seijin no Hi (Coming of Age)	EB Beta Arena	Request for Hold	None	None
<input checked="" type="checkbox"/>	2/3/2012 8:00 AM (15h59m)	Setsubun (Beginning of Spring)	EB Beta Arena	Confirmed	None	None
<input checked="" type="checkbox"/>	2/11/2012 8:00 AM (15h59m)	Kenkoku Kinenbi (National Foundati	EB Beta Arena	Request for Hold	None	None
<input checked="" type="checkbox"/>	2/14/2012 8:00 AM (15h59m)	Valentine's Day	EB Beta Arena	Request for Hold	None	None
<input checked="" type="checkbox"/>	3/3/2012 8:00 AM (15h59m)	Hina (Girl's Festival)	EB Beta Arena	Request for Hold	None	None
<input checked="" type="checkbox"/>	3/14/2012 8:00 AM (15h59m)	White Day	EB Beta Arena	Request for Hold	None	None
<input checked="" type="checkbox"/>	3/15/2012 8:00 AM (15h59m)	Hounen	EB Beta Arena	Request for Hold	None	None

5. Make your desired changes to the event information for that field.
6. Click **Save**.

<input checked="" type="checkbox"/> When	Event	Calendar	Status
Check the events you would like to change			
<div> <input checked="" type="checkbox"/> Confirmed           <span>▼</span> </div>			
<div> <input checked="" type="button" value="Save"/> <input type="button" value="Cancel"/> </div>			
<input checked="" type="checkbox"/>	1/1/2012 8:00 AM (15h59m) Shogatsu (New Year)	EB Beta Arena	<input type="checkbox"/> Request
<input checked="" type="checkbox"/>	1/8/2012 8:00 AM (15h59m) Toshiya (Archery Contest)	EB Beta Arena	<input type="checkbox"/> Request
<input checked="" type="checkbox"/>	1/9/2012 8:00 AM (15h59m) Seijin no Hi (Coming of Age)	EB Beta Arena	<input type="checkbox"/> Request

Your change has now been made to the selected events.

<input type="checkbox"/> When	Event	Calendar	Status	Tag
<input type="checkbox"/> 1/1/2012 8:00 AM (15h59m)	Shogatsu (New Year)	EB Beta Arena	<input checked="" type="checkbox"/> Confirmed	None
<input type="checkbox"/> 1/8/2012 8:00 AM (15h59m)	Toshiya (Archery Contest)	EB Beta Arena	<input checked="" type="checkbox"/> Confirmed	None
<input type="checkbox"/> 1/9/2012 8:00 AM (15h59m)	Seijin no Hi (Coming of Age)	EB Beta Arena	<input checked="" type="checkbox"/> Confirmed	None
<input type="checkbox"/> 2/3/2012 8:00 AM (15h59m)	Setsubun (Beginning of Spring)	EB Beta Arena	<input checked="" type="checkbox"/> Confirmed	None
<input type="checkbox"/> 2/11/2012 8:00 AM (15h59m)	Kenkoku Kinenbi (National Foundati	EB Beta Arena	<input checked="" type="checkbox"/> Confirmed	None
<input type="checkbox"/> 2/14/2012 8:00 AM (15h59m)	Valentine's Day	EB Beta Arena	<input checked="" type="checkbox"/> Confirmed	None
<input type="checkbox"/> 3/3/2012 8:00 AM (15h59m)	Hina (Girl's Festival)	EB Beta Arena	<input checked="" type="checkbox"/> Confirmed	None
<input type="checkbox"/> 3/14/2012 8:00 AM (15h59m)	White Day	EB Beta Arena	<input checked="" type="checkbox"/> Confirmed	None
<input type="checkbox"/> 3/15/2012 8:00 AM (15h59m)	Hounen	EB Beta Arena	<input checked="" type="checkbox"/> Confirmed	None

## Remove Events from the Bin

### All Events at Once

1. Click the event bin icon toward the upper-right of most pages.
2. Click **Clear [number] events**.



### Only Selected Events

1. On the event bin page, select the events you would like to remove from the bin.
2. Click **Remove from bin**.

Selected (4): [Remove from bin](#) [Move](#) [Delete](#)

<input type="checkbox"/>	When	Event 	Calendar	Status 
<input checked="" type="checkbox"/>	1/1/2012 8:00 AM (15h59m)	Shogatsu (New Year)	EB Beta Arena	 Confirmed
<input type="checkbox"/>	1/8/2012 8:00 AM (15h59m)	Toshiya (Archery Contest)	EB Beta Arena	 Confirmed
<input checked="" type="checkbox"/>	1/9/2012 8:00 AM (15h59m)	Seijin no Hi (Coming of Age)	EB Beta Arena	 Confirmed
<input checked="" type="checkbox"/>	2/3/2012 8:00 AM (15h59m)	Setsubun (Beginning of Spring)	EB Beta Arena	 Confirmed
<input type="checkbox"/>	2/11/2012 8:00 AM (15h59m)	Kenkoku Kinenbi (National Foundation Day)	EB Beta Arena	 Confirmed
<input checked="" type="checkbox"/>	2/14/2012 8:00 AM (15h59m)	Valentine's Day	EB Beta Arena	 Confirmed
<input type="checkbox"/>	3/3/2012 8:00 AM (15h59m)	Hina (Girl's Festival)	EB Beta Arena	 Confirmed