

## Changing Event Spaces

Updated: April 22, 2015

This article will walk you through changing the booked space for an event.

1. Navigate to the event for which you would like to change the booked space.

*You can also follow the directions below to change the space on a sub-event, but if the space you are moving the sub-event to is not booked at the event level, you will need to add it there **first**.*

2. Note that the normal edit icon (pencil and paper) may not be available for **Where**.

The screenshot displays the eventbooking.com website interface. At the top, there is a navigation bar with links for Home, Calendars, Sales, AddressBook, Resources, Reports, and My Website. Below the navigation bar is the eventbooking.com logo and a search bar. The main content area is divided into two panels. The left panel, titled 'Event Family', shows a list of events with dates and times, including 'White Day' on March 14th. The right panel, titled 'White Day : Event (id=771647)', shows the details for this event. The 'Event Name' is 'White Day'. The 'Where' field is 'Arena'. The 'When' field is '3/14/2012 8:00 AM - 11:59 PM (Wed)'. The 'Status' is 'Request for Hold'. The 'Event Type' is 'Not Set'. The 'Decision Date' is 'Not Set'. The 'Avails Display' is 'Show nothing (no color, no text)'. The 'Event Name' and 'When' fields are highlighted with orange boxes.

3. If the edit icon is not available, click the **Spaces Used** tab.
4. Click the edit icon (pencil and paper) next to the booked space, not next to **Sort By**.

The screenshot shows the eventbooking.com interface. At the top, there 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 box.

The main content area is divided into several sections:

- Event Family:** A list of events with dates and times. The first event is "14 Mar 8:00 AM - White Day".
- Reports and Forms:** A list of reports and forms, including "Filter Events", "BEO - Main Event", "BEO - Sub-Event(s)", "Grouping Total", and "Invoice".
- Last Viewed:** A list of events viewed recently, including "1. White Day", "2. Hounen", "3. Japanese Cultural Festival", "4. Aoi (Blue)", and "5. Jidai (Ages)".
- Most Viewed:** A list of events viewed most frequently, including "(40) Day 1", "(24) Home of the Brave", "(22) Pottery Class", "(16) Keep Our Neighborhoods Safe", and "(16) COMMUNITY FORUM - Important".

The right-hand side of the interface shows the details for the "White Day : Event (id=771647)". The details include:

- Event Name:** White Day
- Where:** Arena
- When:** 3/14/2012 8:00 AM - 11:59 PM (Wed)
- Status:** Request for Hold
- Event Type:** Not Set
- Decision Date:** Not Set
- Avails Display:** Show nothing (no color, no text)

Below the details, there is a tabbed interface with the following tabs: "Spaces Used", "Child Sub-Events", "Notes", "Time Line", and "Activities". The "Spaces Used" tab is highlighted with an orange box. Below the tabs, there is a "Sort By: Calendar Rank" dropdown menu. At the bottom, there is a table with the following columns: "Where", "When", and "Status". The table contains one row: "Arena", "3/14/2012 8:00 AM - 11:59 PM (Wed)", and "Request for H".

5. This will bring up the **Edit Calendar** window, which will have the currently booked space selected under **Where**.

The screenshot shows the 'Edit Calendar' window with the following sections:

- Status:** A dropdown menu set to 'Inherit from Master Status'.
- Where:** A list of locations with radio buttons. 'Arena' is selected and highlighted with an orange box. Other options include Convention Center, Grounds, Lecture Hall, and Theater.
- When:** A calendar for January 2013. A date range is selected from 3/14/2012 8:00 AM to 3/14/2012 11:59 PM. The current date is 1/2/2013.

At the bottom right, there are 'Save' and 'Cancel' buttons.

6. Select the space to which you would like to move the event.
7. Click **Save**.

Edit Calendar ✕

**Status**

Inherit from Master Status ▾

**Where**

Expand Collapse

Convention Center

Arena

Grounds

Lecture Hall

Theater

**When**

January 2013

Su	Mo	Tu	We	Th	Fr	Sa
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	8	9

Today: 1/2/2013

8:00 AM - 11:59 PM

Move in/Move out ✕

3/14/2012 8:00 AM  3/14/2012 11:59 PM ☰

**Save** **Cancel**

8. Your event is now booked in the space you just selected.

Home   Calendars   Sales   AddressBook   Resources   Reports   My Website

eventbooking.com   Search

**Event Family**

- 14 Mar 8:00 AM - White Day
- 15 Mar 8:00 AM - Hounen
- 20 Mar 8:00 AM - Shunbun no Hi (Spring Equinox)
- 01 Apr 8:00 AM - Kanamara (Steel Toy)
- 29 Apr 8:00 AM - Showa no Hi (Birth of Showa Emperor)
- 03 May 8:00 AM - Kenpo Kinebi (Constitution Day)
- 04 May 8:00 AM - Midori no Hi (Green Day)

**Reports and Forms**

- Filter Events
- BEO - Main Event
- BEO - Sub-Event(s)
- Grouping Total
- Invoice

**Last Viewed**

- 1. White Day
- 2. Hounen
- 3. Japanese Cultural Festival
- 4. Aoi (Blue)
- 5. Jidai (Ages)

**Most Viewed**

- (40) Day 1
- (24) Home of the Brave
- (22) Pottery Class
- (16) Keep Our Neighborhoods Safe
- (16) COMMUNITY FORUM - Important

**White Day : Event (id=771647)**

**Event Name**  
White Day

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**Where**  
 Convention Center

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**When** [Move](#) [View Calendar](#)  
3/14/2012 8:00 AM - 11:59 PM (Wed)

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**Status**  
 Request for Hold

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**Event Type**  
Not Set

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**Decision Date**  
Not Set

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**Avails Display**  
Show nothing (no color, no text)

Spaces Used    Child Sub-Events    Notes    Time Line    Activities

**Sort By: Calendar Rank**

Where	When	Status
<input checked="" type="radio"/> Convention Center	3/14/2012 8:00 AM - 11:59 PM (Wed)	<input type="radio"/> F