## **Changing Event Times**

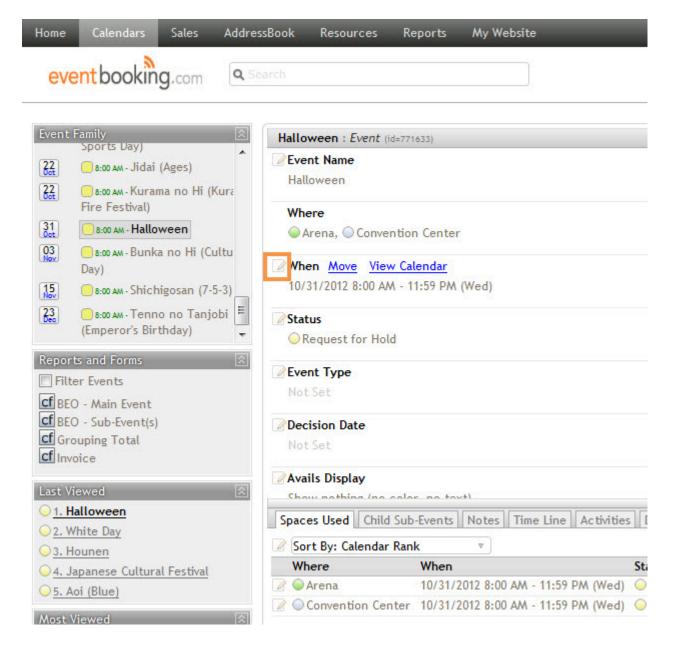
Updated: March 24, 2015

This article will walk you through changing the booked times for an event. You can change the times for all spaces of an event or for individual spaces.

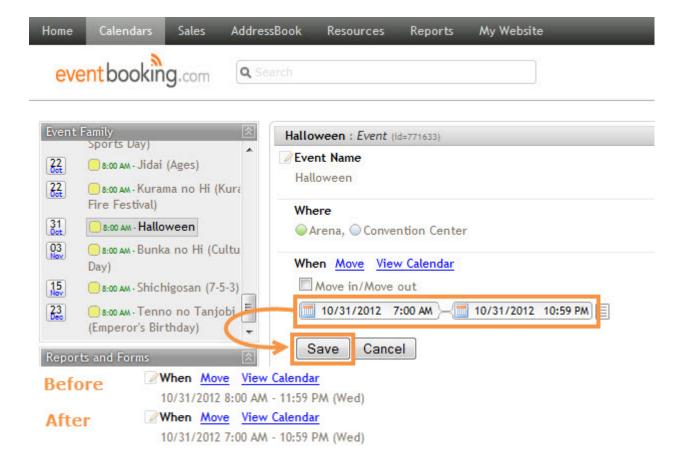
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## **Change the Event Time for All Spaces**

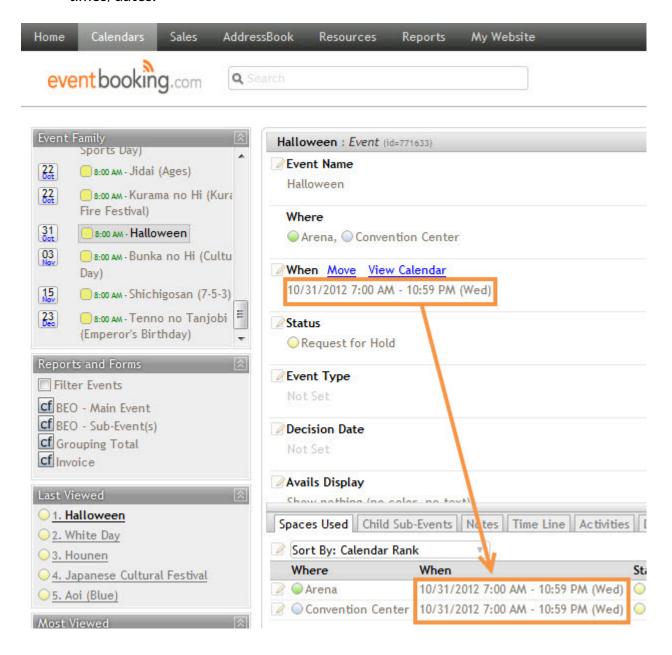
- 1. Navigate to the event for which you would like to change times.
- 2. Click on the edit icon (pencil and paper) next to **When**. (If you do not have the edit icon next to **When**, <u>click here</u>.)



- 3. Change the beginning and end times and/or dates to what is desired.
- 4. Click Save.

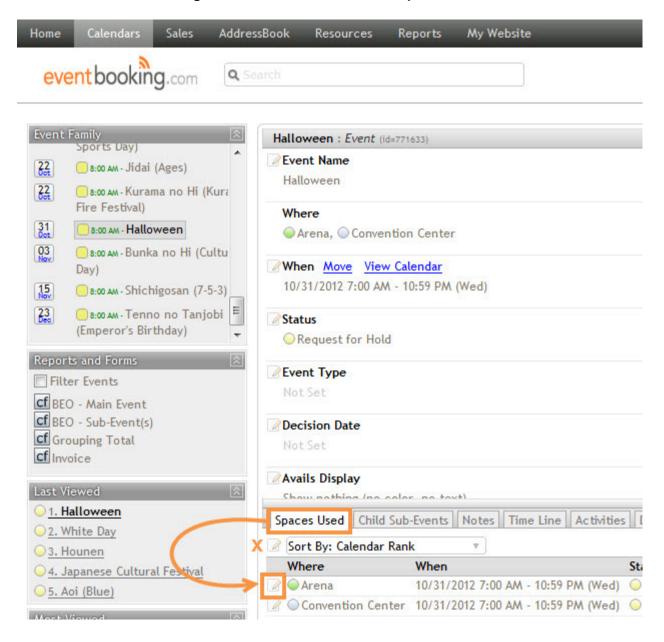


5. Note that the times for all booked spaces have been updated to the new times/dates.

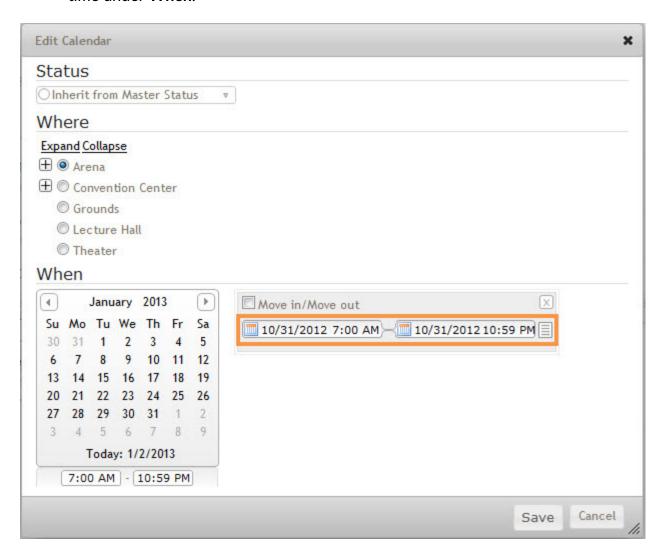


## **Change the Event Time for Individual Spaces**

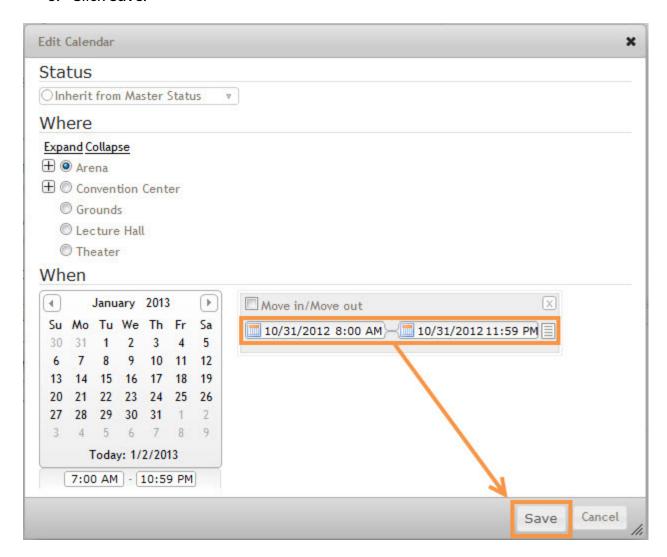
- 1. Navigate to the event for which you would like to change times.
- 2. Click the **Spaces Used** tab.
- 3. Click the edit icon (pencil and paper) next to the booked space for which you would like to change the time, not next to **Sort By**.



4. This will bring up the **Edit Calendar** window, which will have the currently booked time under **When**.



- 5. Change the beginning and end times and/or dates to what is desired.
- 6. Click Save.



6. Now that the times for all booked spaces under the event do not match, the edit icon will no longer appear next to **When**. Times for booked spaces will need to be updated individually until and unless all booked spaces have matching times.

