

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**, [click here](#).)

[Home](#) [Calendars](#) [Sales](#) [AddressBook](#) [Resources](#) [Reports](#) [My Website](#)



Event Family

Sports Day

22 Oct 8:00 AM - Jidai (Ages)

22 Oct 8:00 AM - Kurama no Hi (Kura

31 Oct 8:00 AM - Halloween

03 Nov 8:00 AM - Bunka no Hi (Cultu

15 Nov 8:00 AM - Shichigosan (7-5-3)

23 Dec 8:00 AM - Tenno no Tanjobi (Emperor's Birthday)

Reports and Forms

☐ Filter Events

☒ BEO - Main Event

☒ BEO - Sub-Event(s)

☒ Grouping Total

☒ Invoice

Last Viewed

1. Halloween

2. White Day

3. Hounen

4. Japanese Cultural Festival

5. Aoi (Blue)

Most Viewed

Halloween : Event (id=771633)

☐ Event Name
Halloween

Where
☒ Arena, ☐ Convention Center

☒ When [Move](#) [View Calendar](#)
10/31/2012 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)

Spaces Used

Child Sub-Events

Notes

Time Line

Activities

☐ Sort By: Calendar Rank

Where	When	St
<input checked="" type="radio"/> Arena	10/31/2012 8:00 AM - 11:59 PM (Wed)	<input type="radio"/>
<input type="radio"/> Convention Center	10/31/2012 8:00 AM - 11:59 PM (Wed)	<input type="radio"/>

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

Home Calendars Sales AddressBook Resources Reports My Website

eventbooking.com Search

Event Family

Sports Day

22 Oct 8:00 AM - Jidai (Ages)

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31 Oct 8:00 AM - Halloween

03 Nov 8:00 AM - Bunka no Hi (Cultu

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23 Dec 8:00 AM - Tenno no Tanjobi

(Emperor's Birthday)

Halloween : Event (id=771633)

Event Name

Halloween

Where

☒ Arena, ☐ Convention Center

When [Move](#) [View Calendar](#)

☐ Move in/Move out

10/31/2012 7:00 AM 10/31/2012 10:59 PM

Save Cancel

Reports and Forms

Before ☒ When [Move](#) [View Calendar](#)

10/31/2012 8:00 AM - 11:59 PM (Wed)

After ☒ When [Move](#) [View Calendar](#)

10/31/2012 7:00 AM - 10:59 PM (Wed)

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

Home Calendars Sales AddressBook Resources Reports My Website

eventbooking.com Search

Event Family

Sports Day

22 Oct 8:00 AM - Jidai (Ages)

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31 Oct 8:00 AM - Halloween

03 Nov 8:00 AM - Bunka no Hi (Cultural Day)

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Halloween : Event (id=771633)

Event Name
Halloween

Where
☒ Arena, ☐ Convention Center

When [Move](#) [View Calendar](#)
10/31/2012 7:00 AM - 10:59 PM (Wed)

Status
☐ Request for Hold

Event Type
Not Set

Decision Date
Not Set

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"/> Arena	10/31/2012 7:00 AM - 10:59 PM (Wed)	<input type="radio"/>
<input type="radio"/> Convention Center	10/31/2012 7:00 AM - 10:59 PM (Wed)	<input type="radio"/>

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**.

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eventbooking.com Search

Event Family

Sports Day

22 Oct 8:00 AM - Jidai (Ages)

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☐ Filter Events

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Halloween : Event (id=771633)

☐ Event Name
Halloween

Where
☒ Arena, ☐ Convention Center

☐ When [Move](#) [View Calendar](#)
10/31/2012 7:00 AM - 10:59 PM (Wed)

☐ Status
☐ Request for Hold

☐ Event Type
Not Set

☐ Decision Date
Not Set

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

Spaces Used Child Sub-Events Notes Time Line Activities

X ☐ Sort By: Calendar Rank

Where	When	St
<input checked="" type="checkbox"/> Arena	10/31/2012 7:00 AM - 10:59 PM (Wed)	<input type="radio"/>
<input type="checkbox"/> Convention Center	10/31/2012 7:00 AM - 10:59 PM (Wed)	<input type="radio"/>

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

Edit Calendar

Status

☐ Inherit from Master Status

Where

Expand Collapse

☒ Arena

☐ Convention Center

☐ 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

7:00 AM - 10:59 PM

Move in/Move out

10/31/2012 7:00 AM

10/31/2012 10:59 PM

Save

Cancel

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

Edit Calendar [X]

Status

☐ Inherit from Master Status [v]

Where

Expand Collapse

☒ Arena

☐ Convention Center

☐ 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

7:00 AM - 10:59 PM

☐ Move in/Move out [X]

10/31/2012 8:00 AM - 10/31/2012 11:59 PM [X]

Save **Cancel** [//]

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.

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eventbooking.com Search

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Reports and Forms

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Last Viewed

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Most Viewed

Halloween : Event (id=771633)

☒ **Event Name**
Halloween

Where
☐ Convention Center ☒ Arena

☒ **When** [Move](#) [View Calendar](#)
10/31/2012 7:00 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)

Spaces Used **Child Sub-Events** **Notes** **Time Line** **Activities**

☒ **Sort By:** Calendar Rank

Where	When	St
<input checked="" type="radio"/> Arena	10/31/2012 8:00 AM - 11:59 PM (Wed)	<input checked="" type="radio"/>
<input type="radio"/> Convention Center	10/31/2012 7:00 AM - 10:59 PM (Wed)	<input checked="" type="radio"/>

When no longer has an edit icon...

...because the booked times do not match.