

How to Update Your Events



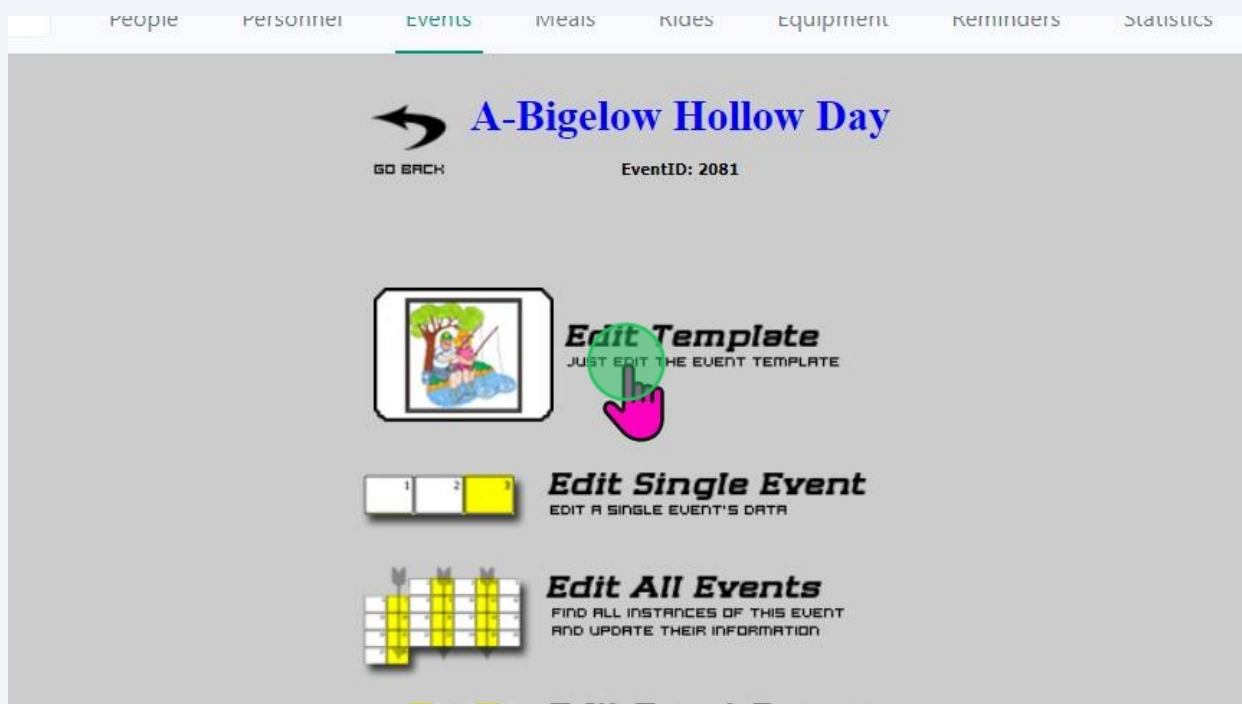
1 Click the **Edit** Icon

The screenshot displays a web interface for managing event templates. At the top, there are navigation links for "DESIGN EVENT TEMPLATES" and "FIND/SCHEDULE AVAILABLE ROOMS". Below these is a search bar labeled "Search Event Templates" and a "Show All" button. A "CALE" icon is visible in the top right corner. The main section is titled "Event Templates" and lists three items:

- A-Bigelow Hollow Day**: Includes a thumbnail of a person fishing, a "SCHEDULE" icon (calendar with a refresh symbol), an "EDIT" icon (green folder), a "DELETE" icon (red folder), an "ARCHIVE" icon (green folder), and a "HIDE EVENT" icon (laptop).
- B-Hike & Swim at Burr Pond**: Includes a thumbnail of a yellow school bus, a "SCHEDULE" icon, an "EDIT" icon, a "DELETE" icon, an "ARCHIVE" icon, and a "HIDE EVENT" icon.
- Bigelow Hollow Day**: Includes a thumbnail of two people swimming, a "SCHEDULE" icon, an "EDIT" icon, a "DELETE" icon, an "ARCHIVE" icon, and a "HIDE EVENT" icon.

A pink hand cursor is shown clicking on the "EDIT" icon for the first event, "A-Bigelow Hollow Day".

2 Click **Edit Template**



3 Make all of your updates to the template

Event Name	<input type="text" value="A-Bigelow Hollow Day"/>
Room	<input type="button" value="Select Rooms"/> Bigelow Hollow State Park X
Virtual Room	<input type="button" value="Select Virtual Room"/>
Virtual Instructor	<input type="button" value="Select Instructor"/>
Category	<input type="text" value="Youth - Large Group Events"/>
Subcategory	<input type="text" value="Summer 2023"/>
Icon	<input type="text" value="445"/>
Description	<input type="text" value="None"/>

Type the event name
Type the name of the event.
Example: Ball Room Dancing

Next

4 All of the fields in the list below will print on the confirmation letters.

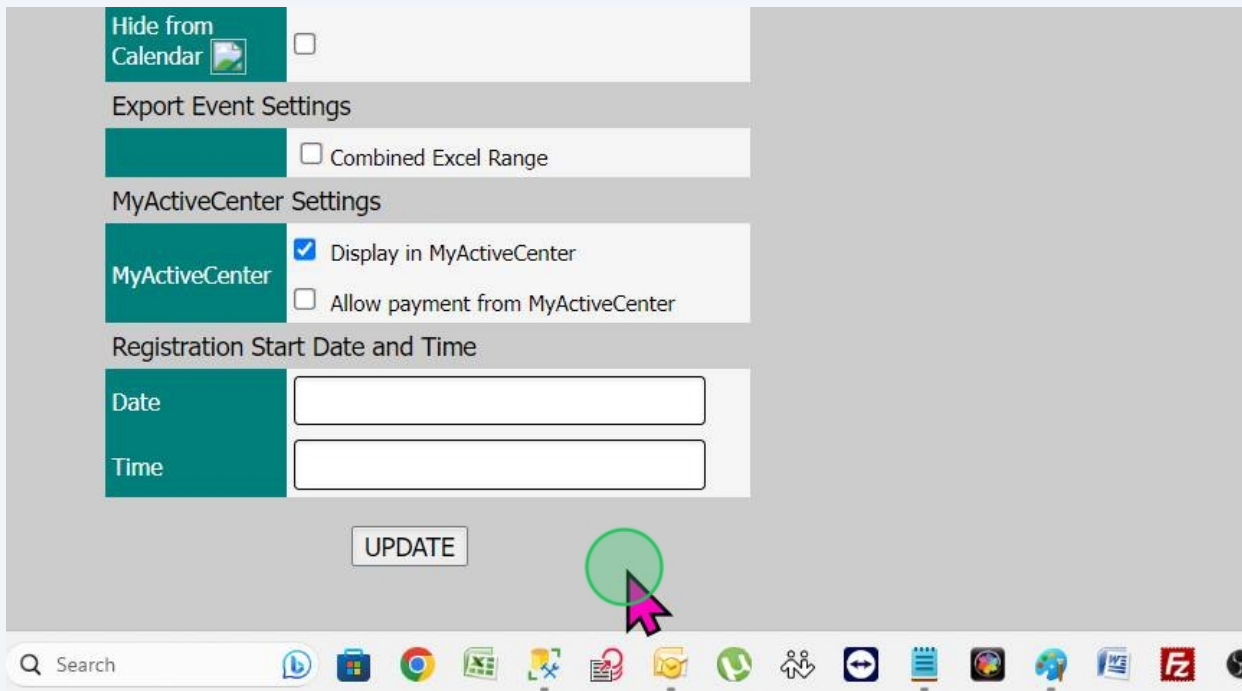
- Event Name
- Room (*Location*)
- Description (*What they need to know*)
- Time Begin and End
- Notes (*this is used to type in the Class ID*)

Event Name	<input type="text" value="Event/Program Name"/>
Room	<input type="button" value="Select Rooms"/> <-- Location
Virtual Room	<input type="button" value="Select Virtual Room"/>
Virtual Instructor	<input type="button" value="Select Instructor"/>
Category	<input type="text"/>
Subcategory	<input type="text"/>
Icon	<input type="text"/>
Description	<input type="text" value="These are the notes that will print on the confirmation letter"/>
Instructor	<input type="text"/>
Time Begin	<input type="text"/>
Time End	<input type="text"/>
Max Signups	<input type="text" value="50"/>
Cost Per Event	<input type="text" value="0"/>
Event Sponsor	<input type="text"/>
Account	-- Select Account --
Notes	<input type="text" value="Class ID: 0000"/>

These are the fields that will pull to the Confirmation Letter.

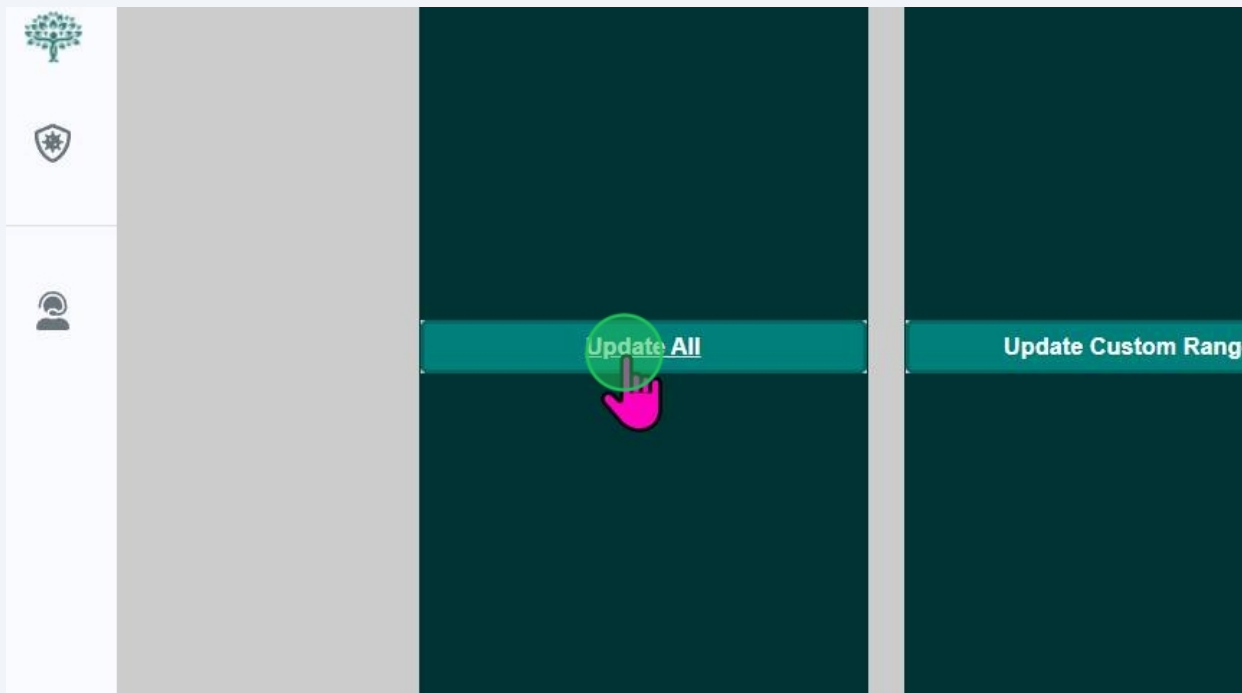
5

Click "**UPDATE**" when you are finished. This updates the template. Next we need to update the scheduled days.




6

In the next screen be sure to click **Update All** so you can update any dates that were scheduled.



7 Just scroll to the bottom here and Click "**UPDATE**"

The screenshot shows a web-based form for event registration. On the left, a teal sidebar contains a list of fields, each with a blue checkmark: Instructor, Time Begin, Time End, Max Signups, Cost Per Event, Sponsor, Account, Notes, and Discount(s). The main form area contains the following fields: a text box for 'Instructor' with the value 'KIK, JACKIE, HOLMES & NIKKI'; two time selection boxes for 'Time Begin' (09:15 AM) and 'Time End' (03:00 PM); a text box for 'Max Signups' (25); a text box for 'Cost Per Event' (35); an empty text box for 'Sponsor'; a dropdown menu for 'Account' with the text '-- Select Account --'; a text box for 'Notes' containing 'Class ID: 0000'; and a text box for 'Discount(s)' with the text 'New Discount'. At the bottom of the form, there are two buttons: 'UPDATE' and 'CANCEL'. A pink hand cursor is pointing at the 'UPDATE' button, which is also highlighted with a green circle. The background of the form is a dark grey rectangle. At the bottom of the screenshot, a Windows taskbar is visible with various application icons.

 That's It! Move onto the next event template.