

Editing Events - VCE Unit Office Calendar System

In this module, we will review how to edit events in the VCE Calendar system.

Once an event has been entered in the VCE Calendar system, you may need to edit it. Perhaps a part of the program information has changed or you have discovered a mistake in the listing.

Once you are logged in, there are two ways to open an event for editing:

- 1) If you double-click anywhere around the title of an entry, you can open the edit window for that event. You know you are in the right place when your mouse pointer turns into a cross hatch or plus (+) symbol.
- 2) You can click on the date on which the event takes place. For example, clicking on the 25th will list all of the events on that day. Then you can click "Edit" for the event you wish to edit.

If an event spans multiple days or repeats, you may choose any date of the event or the series and make sure "all" is selected under "Which instances" before clicking "Edit." If you only wish to edit this specific instance, or this instance and all instances in the future, select that option from the "Which instances" sidebar.

On the edit form, change whatever information needs updating and click "Replace Event."

If you decide not to make any changes to the event, just click "Cancel."