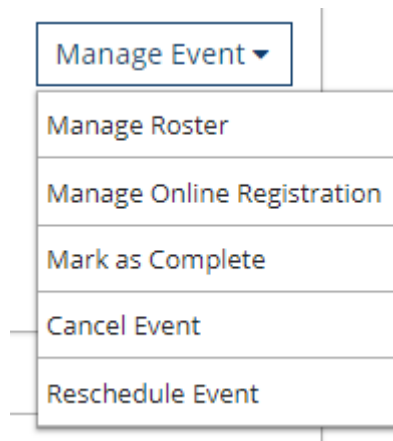
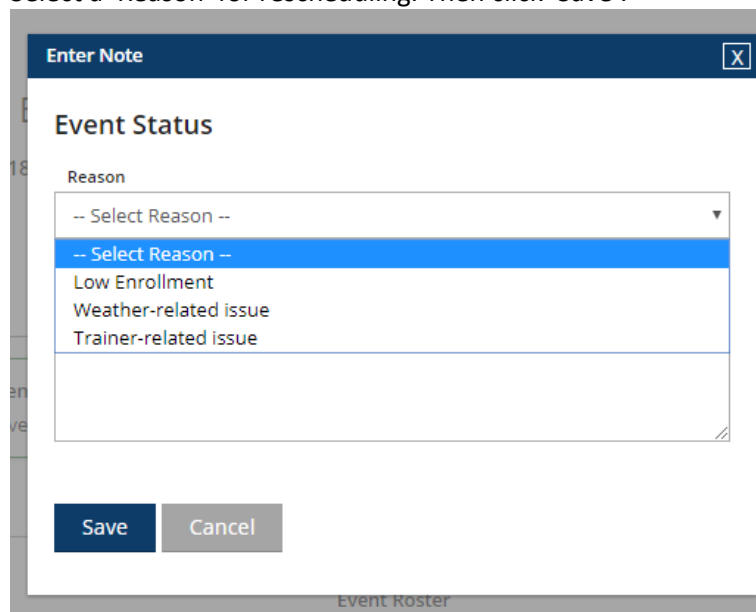


## HOW TO RESCHEDULE AN EVENT

1. Email participants to alert them of the change. They will not receive an automated email, nor will you be able to access their emails after you reschedule an event.
2. Locate the event you wish to reschedule.
3. Within the Manage Event drop down, select 'Reschedule Event'.



4. Select a 'Reason' for rescheduling. Then click 'Save'.



A screenshot of a dialog box titled 'Enter Note' with a close button (X) in the top right corner. The dialog has a header 'Event Status' and a section labeled 'Reason'. Below this is a dropdown menu with the text '-- Select Reason --'. The dropdown is open, showing three options: '-- Select Reason --' (highlighted in blue), 'Low Enrollment', 'Weather-related issue', and 'Trainer-related issue'. At the bottom of the dialog are two buttons: 'Save' and 'Cancel'. The text 'Event Roster' is visible at the bottom of the dialog's frame.

5. Instructor Details: check the 'confirmed' box.

### Instructor Details

Confirmed

Trainer ID	Name	
██████████	██████████	<input checked="" type="checkbox"/> Has administrative access to this event

6. Event Roster: select 'Transfer Entire Roster' box if are you wanting all participants to be moved to the rescheduled event.

\*Please note, if you do not transfer registrants from the original roster, they will not be moved to the new event. You will need to contact them to issue a refund or transfer them to another event.

Event Roster: 1 Attendee(s)			
Registry ID	Name/Address	Registered	Transfer
2548323	<a href="#">Janesheskie, Amanda</a> 200 North Third Street Harrisburg, PA 17101	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Transfer Entire Roster

7. Event Location: complete this section, then check the 'confirmed' box.

### Event Location

Confirmed

Type  
Classroom

Location Name\*  
Search saved location  
Begin typing the address or location name to search your saved locations

+Location    Manage Locations    Map saved locations

8. Event Date/Time: complete this section, then check the 'confirmed' box.

### Event Date/Time

Confirmed

Self Paced     No     Yes  
Select Yes only if this event has unique start & end dates for individual participants.

Multiple Sessions     No     Yes

Start Date\*    End Date\*  
   

Start Time:    End Time:  
   

Addl. Date/Time Info



9. Contact Information: review and update this information as needed.

10. Click 'Reschedule Event' at the bottom on the page.

**Reschedule Event**