

This article is also available for viewing online at <http://support.ngin.com/questions.php?questionid=147>

## How do I edit an event on the Calendar?

### Editing an Event on the calendar:

1. **Login** to the organization's website
2. Ensure you are in **Edit Mode**



3. Go to the **Calendar Page**
4. Find and click on the Event
5. Click **Edit** on the top right side of the yellow bar above the event name



6. Make the necessary changes and click **Save Changes**