

How to Reschedule an Event

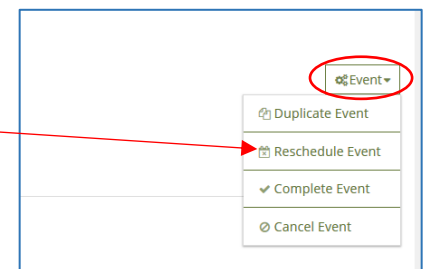
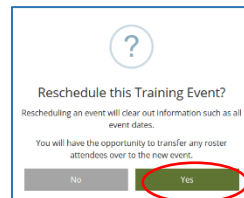
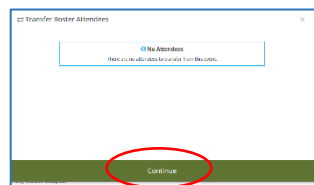
Updated 8-15-20

Sometimes, things do not work out as you intended! Weather, trainer cancellation, location issues.... There are many reasons why you may have to reschedule an approved Event. If you have to change the date of your Event, don't worry. It's easy to reschedule the date of an Event with these steps. **NOTE:** If you need to change something other than the date of the Event, such as the trainer or delivery method, please contact the Registry for assistance as soon as possible.

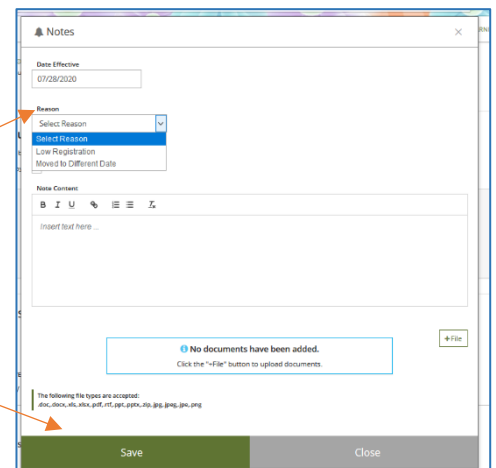
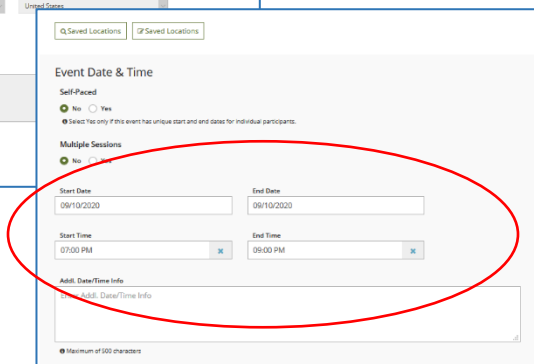
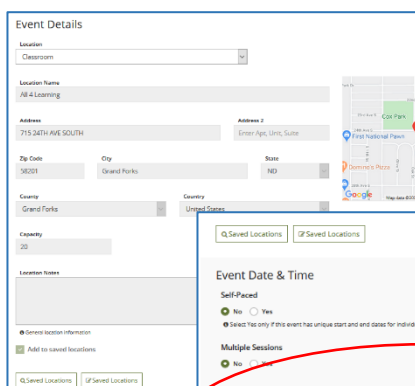
1. Open your Event and on the drop-down menu below "Event," select "Reschedule Event."

This message will pop up. Click "Yes."

Then click "Continue."

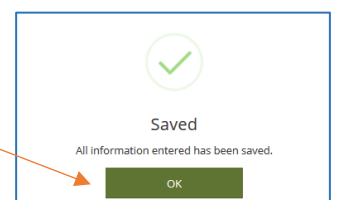


2. Select a reason for the change from the drop-down menu and then "Save."

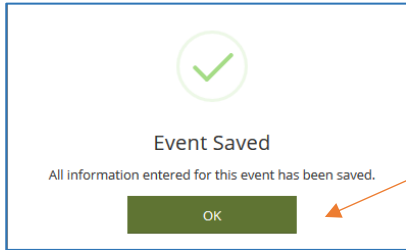


3. Unlock the Event and enter a new date and time. Update other details if necessary. At the bottom of the screen, click "Save."

On the next screen, click "Okay."



- The Event is now in Draft status and still needs to be submitted for approval. Click on either the Event # or title, and then click "Submit Event."



Then click "Okay."

- The status of your Event will change to "Status Pending." You will receive an email when the Registry approves your rescheduled Event.

