

Scheduling Management - Editing Events

This article describes how to edit a scheduled event. You can modify the event details or the recording details. If editing a recurring event, only future events and recordings will be affected.

To edit a one time event

1. KMS - Select My Schedule from the user drop down menu.
KAF - Select My Schedule from the My Media menu.
The [Calendar Page](#) is displayed.
2. On the Calendar Page, click on the Event Title.
The Edit Event page is displayed.

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Edit Event

Event Title: (Required)

Event Organizer:

Start Time:

End Time:

 Recurrence

Resource:


Description:

Tags:

Copy details from event to recording:

3. Modify the event parameters. The Event Organizer cannot be changed.
4. Click Save to save the details on the Edit Event page.
5. Click Save and Exit to save the changes and return back to the [calendar view](#).

To edit information for a specific event in a recurring series of events

1. Go to the [Calendar Page](#).
2. Scroll to the date that the event is taking place and click on the Event Title. Recurring events are marked with the calendar icon. 
A note is displayed stating that this is a single event that is part of a series.

Edit Event

You are viewing a single occurrence that is part of a series. [Go to series.](#)

Event Title:
(Required)

Event Organizer:

Start Time:

End Time:

Resource:

Description:

3. Modify the event parameters. The Event Organizer cannot be changed.
4. Click Save to save the details on the Edit Event page.
5. Click Save and Exit to save the changes and return back to the [calendar view](#).
6. Click Cancel to return back to the [calendar view](#).

To edit information for all events in a recurring series of events

1. Go to the [Calendar Page](#).
2. Scroll to a recurring event and click on the Event Title. Recurring events are marked with the calendar icon. 

A note is displayed stating that this is a single event that is part of a series. Click on Go to Series. A note is displayed stating that you are viewing an event series. The Edit Event page pertains to the entire series.

Edit Event

You are viewing an event series.

Event Title:
(Required)

Event Organizer:

[Recurrence](#)

Occurs every Monday,Tuesday,Wednesday,Thursday,Friday effective 11/10/2016 until 11/23/2016

Resource:

Description:

Tags:

Copy details from event
to recording:

[Save](#)

[Save and Exit](#)

[Cancel](#)

[Delete](#)

3. Modify the event parameters. The Event Organizer cannot be changed.
4. Click Save to save the details on the page.
5. Click Save and Exit to save the changes and return back to the [calendar view](#).
6. Click Cancel to return back to the [calendar view](#).

To edit the resource information

1. Go to the [Calendar Page](#).
2. Scroll to an event and click on the Event Title.
3. Select the specific occurrence or click on Go to series.
4. Change the resource of the event by either manually typing the resource name (auto complete) or selecting the icon and having a pop up with the pre-defined list of resources (defined by the admin in the KAF/KMS admin) appear and select from the list.

Multiple resources per event are allowed.

You can:

- a. Add a resource to an event that didn't have any resources defined
- b. Remove all resources
- c. Change resource/s
- d. Add an additional resource to an existing event

Edit Event

You are viewing an event series.

Event Title: (Required)

Event Organizer: Main Auditorium
 Main Conference Room
 Summer Conference Room
 Fall Conference Room
 Winter Conference Room
 Spring Conference Room

Resource:

Description:

Tags:

Copy details from event to recording:

5. Click Save to save the details on the page.
6. Click Save and Exit to save the changes and return back to the [calendar view](#).