

# Scheduling Management - Editing Events (Lecture Capture)

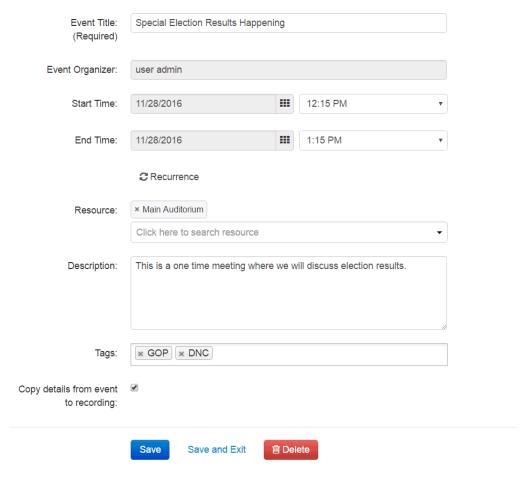
Last Modified on 06/14/2020 9:35 pm ID

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.

# **Edit Event**



- Modify the event parameters. The Event Organizer cannot be changed.
  Note: If the event is a Live Event, modifying the event parameters will change the live event entry as well.
- 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.

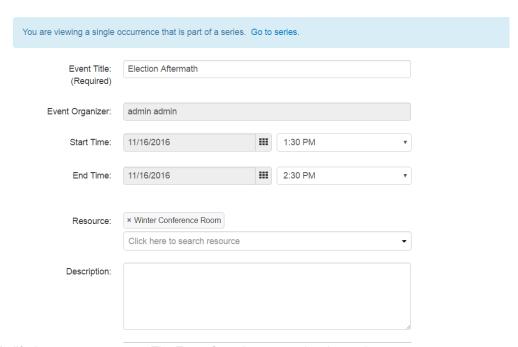


### **■** To edit information for a specific event in a recurring series of events

- 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**



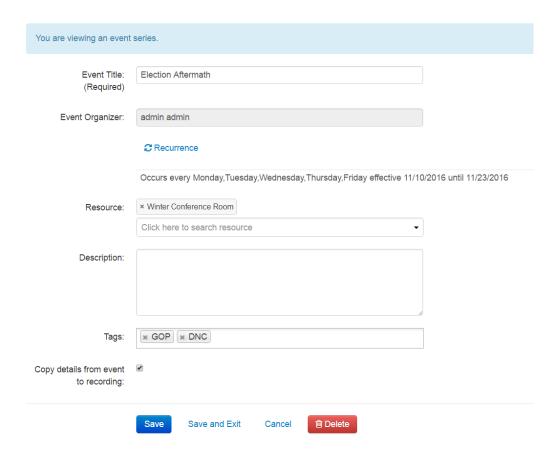
- 3. Modify the event parameters. The Event Organizer cannot be changed.
- 4. Click Save to save the details on the Edit Event page.
- 5. Click Save and Exit to save the changes and return back to the calendar view.
- 6. Click Cancel to return back to the calendar view.

#### **■** To edit information for all events in a recurring series of events

- 1. Go to the Calendar Page.
- 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**



- Modify the event parameters. The Event Organizer cannot be changed.
  Note: If the event is a Live Event, modifying the event parameters will change the live event entry as well.
- 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.

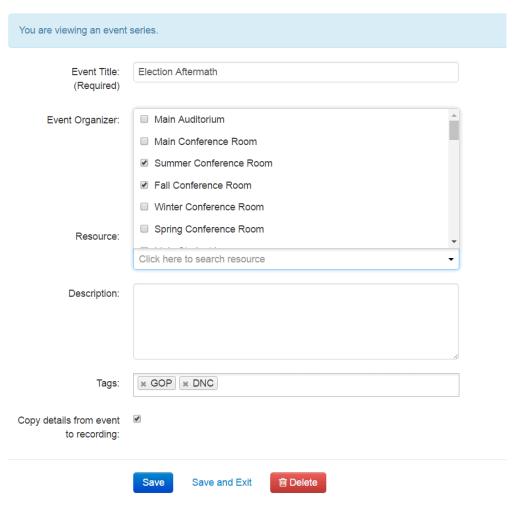
Multiple resources per event are allowed.

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**



- 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.