

Edit a published event

Correct an existing event's title, descriptions, dates or location, then check the saved details.

8 min · Available with the permissions listed · 2026-09-21

Before you begin

- ✓ Open the staff workspace of the community that owns the event, with the "Manage event details" permission.
- ✓ Changing the cover also requires "Configure events module". This procedure covers event details; attendee and payment management have separate permissions.
- ✓ Choose a published event that has not ended or been cancelled. Prepare the correct details before editing.

1 STEP 1 OF 5

Open the event detail

Open Events from the staff menu and select the event title. Check the title, dates and active community to distinguish it from similarly named events.

Choose Edit on the detail page. Concluded and cancelled events are read-only here, so this command is unavailable.

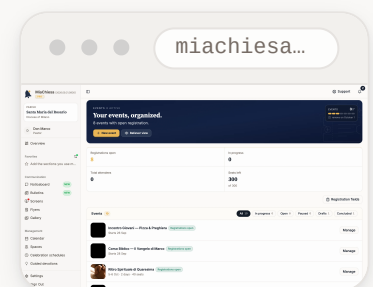


Fig. 1 Find the event in the list, then open its details to edit it.

2

STEP 2 OF 5

Correct the text in Details

On the Edit event page, change Title, Short description or Full description. The short description introduces the event on cards; the full description contains its programme and attendee instructions.

For example, clarify the meeting point with "Meet at the main entrance at 08:30". Remove outdated times from the description when changing the schedule. Title is required and allows up to 180 characters.

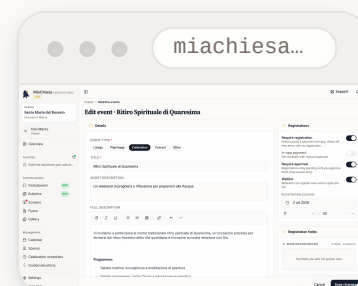


Fig. 2 The initial values belong to the existing event: change the details that need correction.

3

STEP 3 OF 5

Check dates, location and capacity

Use the date and time controls under Start and End. End cannot be earlier than Start. If Registration closure is set, review it when bringing the event forward: it cannot be later than the start.

Under Location, choose a type and complete its details: select a place of worship or space from the list; provide a name and address for a custom location; enter the meeting link for an online event. If a space availability warning appears, check the time and bookings before continuing.

Seats sets the attendee limit; leave it blank for Unlimited. If the programme contains steps, review their times too: changing general event details does not replace checking each itinerary step.

4 STEP 4 OF 5

Save and check the detail page

Review your changes and choose Save changes at the bottom of the page. Correct any highlighted validation errors and try again. Wait for Event updated and the return to the detail page.

Check the title, description, dates and location on the refreshed page. Reopen Edit if you need to confirm the saved values. Saving details keeps the existing event state: it does not publish a draft or resume a paused event.

Changes saved separately

In an existing event's editor, registration-field links and some options, such as inclusion in the next bulletin, save separately. Cancel abandons unsaved detail changes but does not undo operations already saved this way.

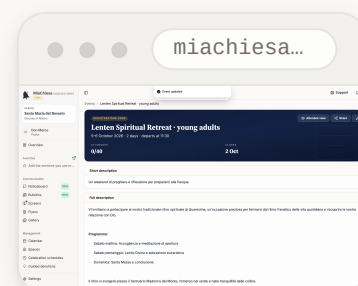


Fig. 3 Save changes returns to the detail page, where the updated event title is visible.

5 STEP 5 OF 5

Consider communicating the correction

If the change affects meeting arrangements or other important instructions, review what attendees need to know. The Communications tab requires its own permission; saving details alone does not confirm that a message was sent.

The editor's sharing options are additional actions. If you choose to create a noticeboard announcement or calendar entry, check its result separately. Avoid enabling these just to correct a typo: they can create another publication.

What you have achieved

- ✓ The event detail displays the saved values.
- ✓ The event keeps its previous state; check any messages or additional publications separately.

Troubleshooting

I cannot see Edit

Check that the event has not concluded or been cancelled and that “Manage event details” applies to the event’s owning community, including when working in a pastoral unit.

Save changes reports required fields

Check Title, Start and the fields required for the location type. A paid event needs a Price greater than zero; End and Registration closure must be consistent with Start.

The event was saved but sharing failed

Reopen the detail page to check the data first. An error about the noticeboard or calendar may concern only that additional publication; check the result before repeating all actions.

The cover controls are missing

That part of the editor also requires “Configure events module”. You can still correct the details allowed by your access.