To edit the details of an event you have created:

1. Navigate to the UWEC 25Live website.
2. Sign in with your UWEC username and password.
3. Navigate to the event you would like to edit.

   *NOTE: You can do this by using the Search Events bar on the home page, or by clicking the *Events* tab, and searching for your event name.*
4. Once you have selected the correct event, you can make changes by clicking **Edit this Event**, or **More Actions**.

**NOTES:**

- **Edit this Event** will take you through the same steps as when you created the event, where you can change the details you originally entered, such as date(s) and time(s), name, location, comments, etc.
- **More Actions** gives other actions you can take, such as starring the event, managing related events, creating To Do lists, and emailing the event details.
5. Once you have made the desired revisions, you can click the **Refresh** button to see the new Event Details, and the **Close** button to leave the event.