Norwich Online Calendar

How to Modify an Event

Cheat Sheet

NORWICH

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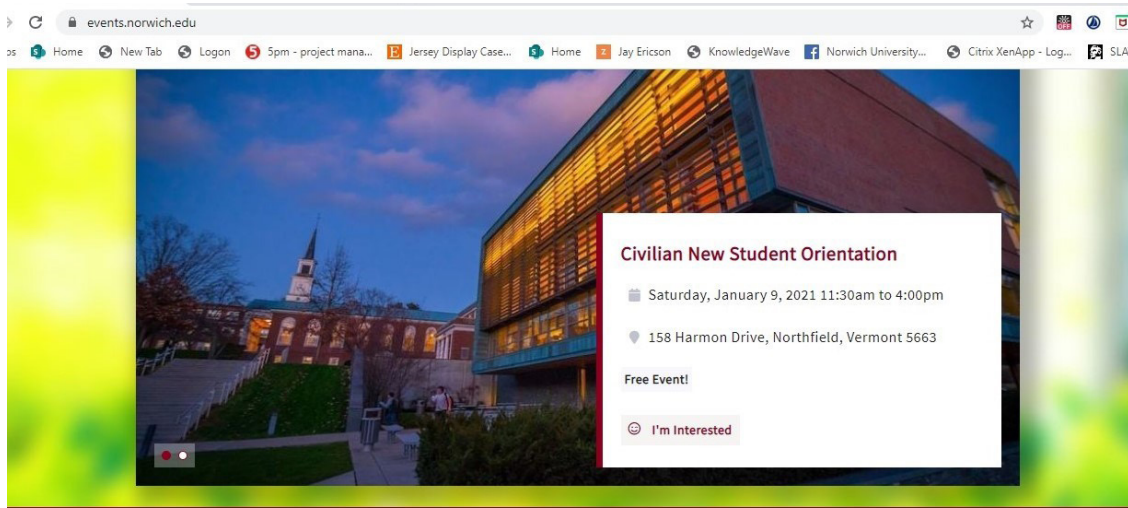
Expect Challenge. Achieve Distinction.

LET'S GET STARTED CHEAT SHEET

How to Modify an Event:

You can edit, cancel, postpone, or delete an event that you posted, which we'll go over. If you need to edit, cancel, or delete an event that you did not post yourself, **call (802)485-2080 or email nucal@norwich.edu.** To edit, cancel, postpone, or delete an event that you posted, you will again start at **events.norwich.edu.** You will find your event by searching for the date. Then once you find it you can click on it.
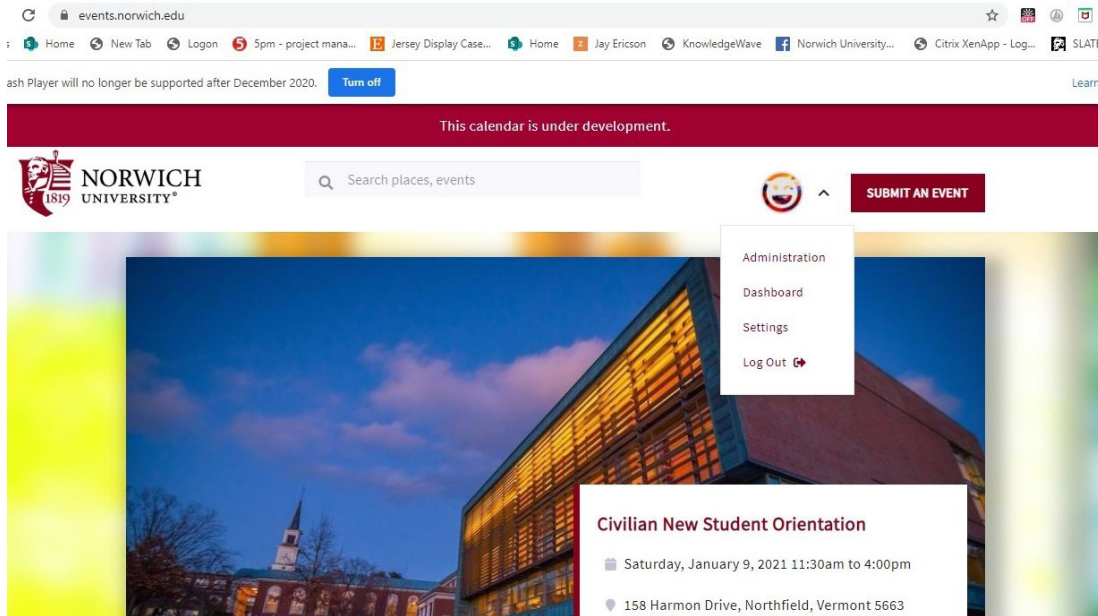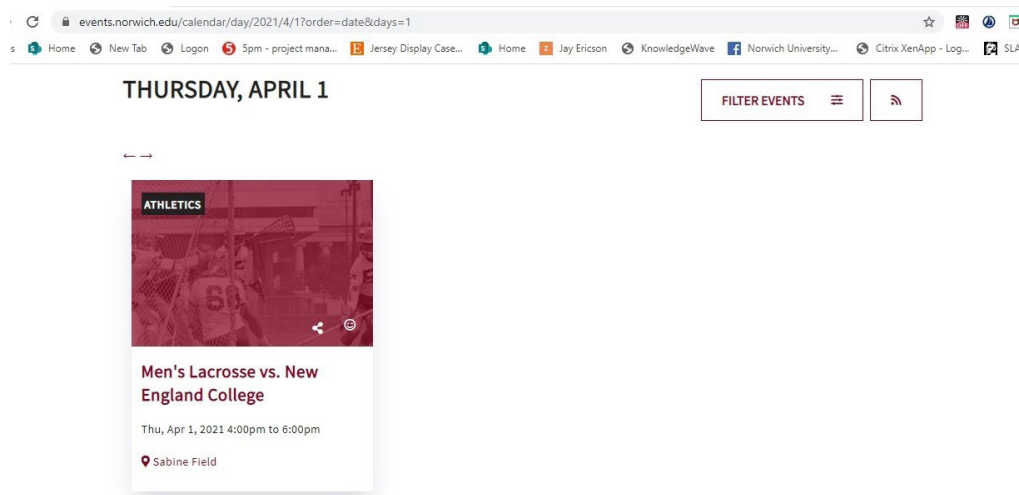

Once you do this you can search by title, date, or other categories. Once you find your event, click on it to find further details.

Once the event is opened you can click **"Edit Event"** towards the bottom of the page.

This opens up just like when you added a new event. You can make any changes needed, like the date and time. If you are changing the date and time please make sure you click **"Add to Schedule"** and make sure it shows up as **"Confirmed Dates"**.

If you want to save these changes, you click save changes. If you want to delete, click delete. If deleting, it will ask for confirmation, and you click yes. This will immediately delete it from the calendar. The only time you will delete an event if it was posted in error.
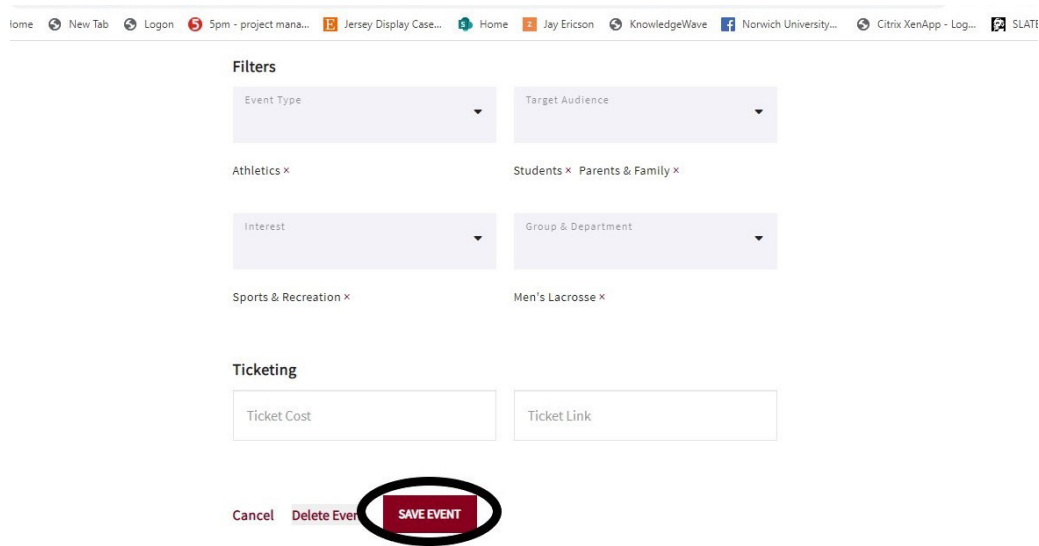
If an event is cancelled or postponed, do not delete it! Mark it as cancelled or postponed instead. If someone was planning to attend your honors program ceremony, and it was cancelled or postponed, they will be able to clearly see that from the calendar. But if it's deleted, it just disappears with not context, and they may not even realize it's been cancelled or postponed.

Keep in mind if you have any questions, or need any assistance you can contact the Office of Communications at (802) 485-2702, or nucal@norwich.edu.