NOTE: Submitting an event via the Involvement Network is not a request for space or fundraising approval.

2. Select “Manage” from the menu next to your user icon (top, right corner).
3. Search OR Select the Organization from “My Memberships” that you would like to manage.
4. Select the menu on the left-hand side of the page.

5. Select “Events.”
6. To change an event’s details, select the “View in Explore” icon under the “Action” heading. This will open the event in a new window.

7. Select the “Manage Event” button.
8. From the Events Dashboard, select Change Details. This will initiate a Change Request. Make any changes to your event as necessary.
9. Be sure to select the “Next” Button after completing the form in order to review your submission. When you are finished, you will be prompted to resubmit the request. Any changes made will need to be approved by the Involvement Network administrators before they appear.