

Editing Existing Events

Editing an event is a straightforward process:

1. First, make sure you are signed into localendar. You cannot edit events from a [published calendar view](#).
2. Click on an Event's title to open it in the Event Editor
3. Make the desired changes, and click the Update button on the Event Editor

Tip

You can use an existing Event as a starting point for a new one. Just open the current event for editing, make your changes, and then click the Save as Copy button on the Event Editor.