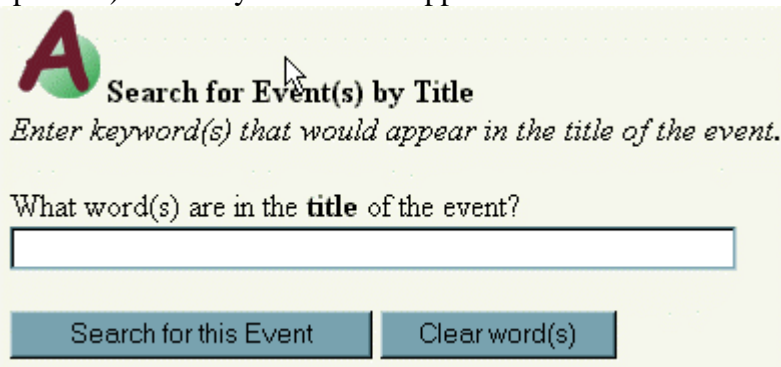


Calendar Events Database

Editing an Event

1. In order to edit an event that has already been posted to the calendar database you must use the *Calendar Maintain* page.
2. To get to the *Calendar Maintain* page, type this address on the *Address* line of your *Internet Explorer* web browser:
<http://www.lapeer.org/Gov/County/calendar/calendarMaintain.html>
3. You can save this address to your *Favorites* using *Internet Explorer*. (for information on doing so, refer to the tutorial labeled:
Calendar Events Database - Adding a New Event)
4. Since the event you want to edit already exists in the database you will need to search for that event.
5. You have three options for searching.
Option A) search by a word that appears in the title of the event,



A Search for Event(s) by Title
Enter keyword(s) that would appear in the title of the event.

What word(s) are in the **title** of the event?

Search for this Event Clear word(s)

- Option B) search by the exact date that the event appears,



B Search for Event(s) by Date
You must enter all three fields: Month, Day, and Year.

Month

Day

Year

Search for this Date Reset this form

- Option C) search for all the events in a given year (this is a broad search incase you don't know the information for option A or B).



The screenshot shows a search interface with a green circular logo containing a white 'C' and a mouse cursor. The main heading is "Show all the events for a given year". Below it is a red instruction: "Use this broad searching option if you do not know the information for Sections A or B." There is a text input field labeled "Year" with a red note: "Be sure to use the entire four digit year." At the bottom, there are two blue buttons: "Show all events for given year" and "Clear the Year field".

6. After you perform any of the above three searches you should see a list of events that fit your search criteria. Select the event you want to edit or delete by clicking on its title.
7. A page will come up with all the information for that event. You can edit any of the information here and click *Update this event with my changes*. Or, you can click *Delete this event from the calendar* to completely erase the event. (be sure you have the correct event if you are wanting to delete it)
8. If this is not the correct event click *Don't make these changes and take me back to the Calendar Home Page* instead of *Update* or *Delete*.

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