

Instructions for Editing an Event

First, please make sure you either have your popup blocker deactivated, or that you have added dbhdid.ky.gov as a domain that is allowed popups.

Note the header row, which indicates that fields whose title has an orange background are required fields. It also has two buttons besides the **Instructions** button – **Save**, which will save your edited entry; and **Cancel**, which will cancel the editing and return you to the calendar page.

The system does not allow you to edit the category of the event or the entity that is sponsoring the event. Changing those values constitutes creating a new event. If you wish to do that, then click the Cancel button to return to the calendar page and click the **Add a New Event** button. That page also has an Instructions button so that you can view instructions for adding an event.

You may edit the event type using the **Event Type** dropdown list.

It may seem silly to require an end date if it is the same as the start date, but this provides necessary information for saving the Start Time and End Time in the database.

If you are editing an event in order to add registration information, please see "Instructions for Adding an Event" for specific information.

The last line in the **Edit This Event** form is **Attachment**. If the event you are editing has an attachment, then its filename (such as "Attachment100.pdf") will appear in this line, plus a checkbox followed by the text "Check the box to update this file." If you wish to update or replace an existing attachment, check the box.

If this event has no attachment, you will see a checkbox followed by the text "Check the box to add an attachment." If you wish to add an attachment for this event, check the box.

Each event is allowed only one attachment, so if you wish to include multiple documents, you must combine them into one document before uploading the attachment. The size of each attachment is limited to 4 megabytes, so please limit your file size to 4000 KB.

When you have completed the **Edit This Event** form with the necessary information, click the **Save** button. If you have left empty required fields or have entered information in the wrong format, the system will notify you and will not allow you to save your information. If the event was saved successfully in the database, a popup window will appear notifying you of that.

If you have checked the box to add or update an attachment, clicking the **Save** button will take you to the "Upload or Update a Calendar of Events Attachment" page, which has instructions for uploading your file. If while on the **Upload or Update a Calendar of Events Attachment** page you decide not to upload or update an attachment, simply click either the **Cancel** button or the "Calendar Home" link in the page header to return to the main COE page.

If you wish to delete an Attachment, you must do that from the main COE page. If your event has an Attachment, then the Event Details on that page will show **Attachment** as the last line. If you are logged in, you will see a **Delete** button next to the "Attachment" link on the **Attachment** line. You can use this button to delete the event's attachment.

If you need assistance, please contact Dave Meredith.