Set Up and Manage Events

In the Events window, you can view, modify, or delete event information. To add new events, use a scheduling wizard that best fits your type of event.

Viewing, Modifying, and Deleting Events

You can modify information for events that are not connected to an event package.

Useful Information

If an event is connected to a group of events, you modify them in the Event Packages window. For more information, see Set Up and Manage Event Packages.

1. On the Information tab, click **Events**.
2. Locate the event record you want to modify.
3. Edit any information you need to.

   Useful Information

   If you modify the facility, event date, start time, end time, setup time, or cleanup time, Facility Scheduler automatically checks whether changes conflict with other events. When you save your changes, a message notifies you of any conflicts.
4. Click **Save**.

To delete an event, locate the event record you want. At the top, click **Delete Event**.

Changing Default Background or Text Colors

1. On the Information tab, click **Events**.
2. Locate the event record you want.
3. On the Event Calendars window, under Calendar Colors, make any necessary changes.
4. Verify that the sample is the way you want the event to display on calendars.
5. Click **Save** at the top.

Adding Charges and Payments

1. On the Information tab, click **Events**.
2. Locate the event record you want.
3. In the navigation pane, click **Charges & Payments**.
4. Complete the information fields, and enter the charge and payment details in the grid.
5. Click **Save**.

Setting Up Requirements

1. On the Information tab, click **Events**.
2. Locate the event record you want.

3. In the navigation pane, click **Required Items**.
4. Click **Insert** to enter the requirements.
5. In the Requirements column, enter the requirement, or select it from the drop-down list. This is a keyword field and uses names from the Requirement Types keyword category.
6. Select the **Met** check box if the requirement has been met.

   Tip

   You can flag certain requirement types to alert you when they are not met. On the File menu, click **Keywords** > **Requirement Types**, and select **Alert Me When Not Met** for each requirement you want to flag.
7. Click **Save**.

Useful Information

You can also add requirements when you schedule an event.

Entering Remarks

You can add any event remarks, information for housekeeping, maintenance, or the kitchen, and web calendar remarks. Locate the event record, and in the navigation pane, click **Remarks**.

Entering Request Details

If someone requested this event, such as through an online event request, you can add details about it. Locate the event record, and in the navigation pane, click **Request Details**.

Related Topics

- Alter an Existing Schedule
- Combine Event Names
- Delete a Group of Events