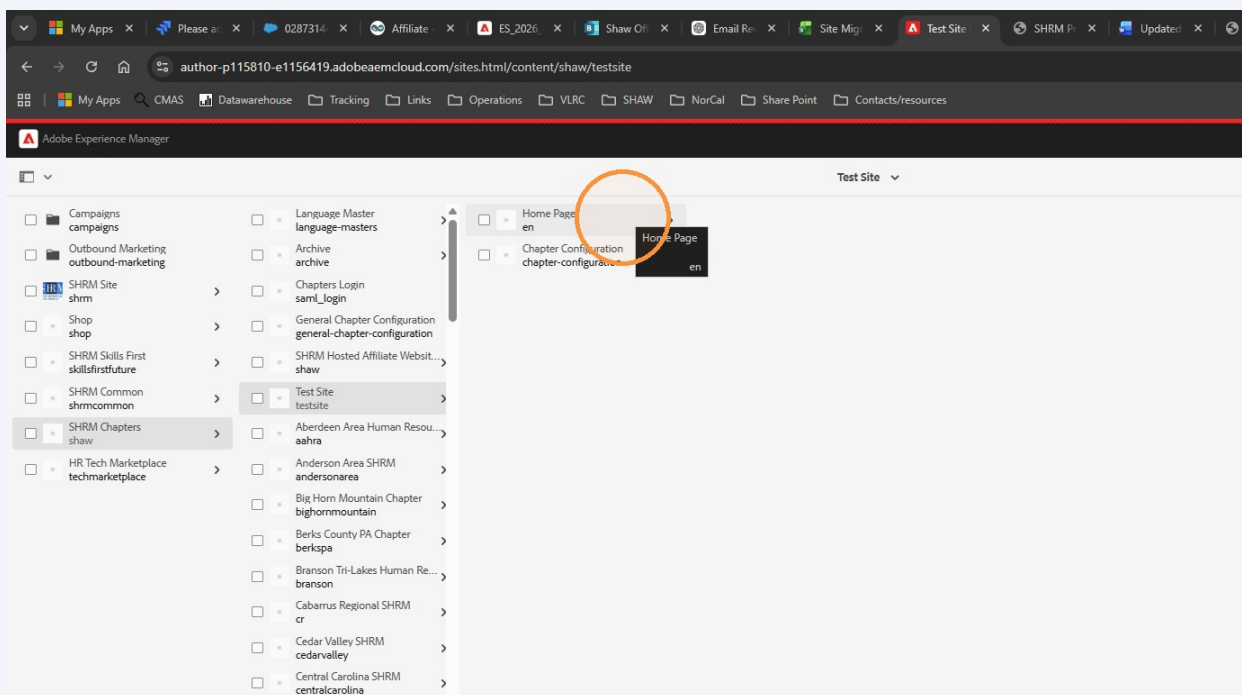


# How to Update and Publish Event Details

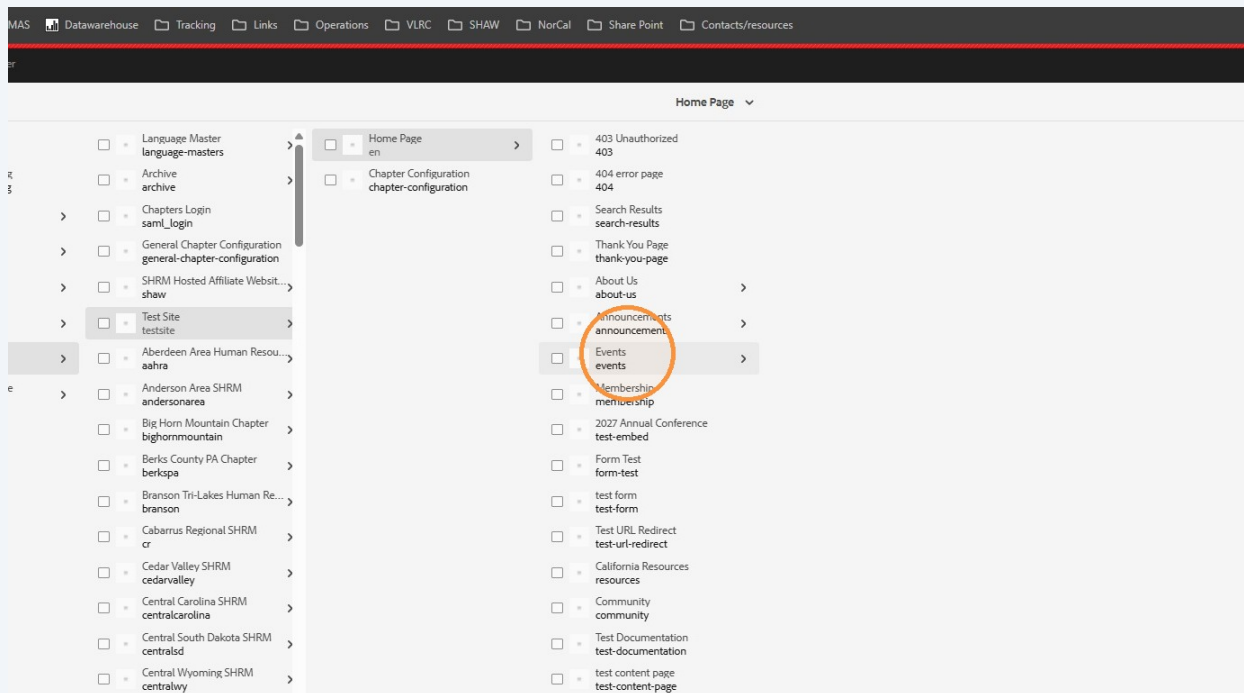
Learn how to efficiently update event properties and publish changes to your event page. This guide walks you through navigating the event dashboard, modifying button links, and finalizing your updates to ensure your event is live for attendees.

## Open Event Page

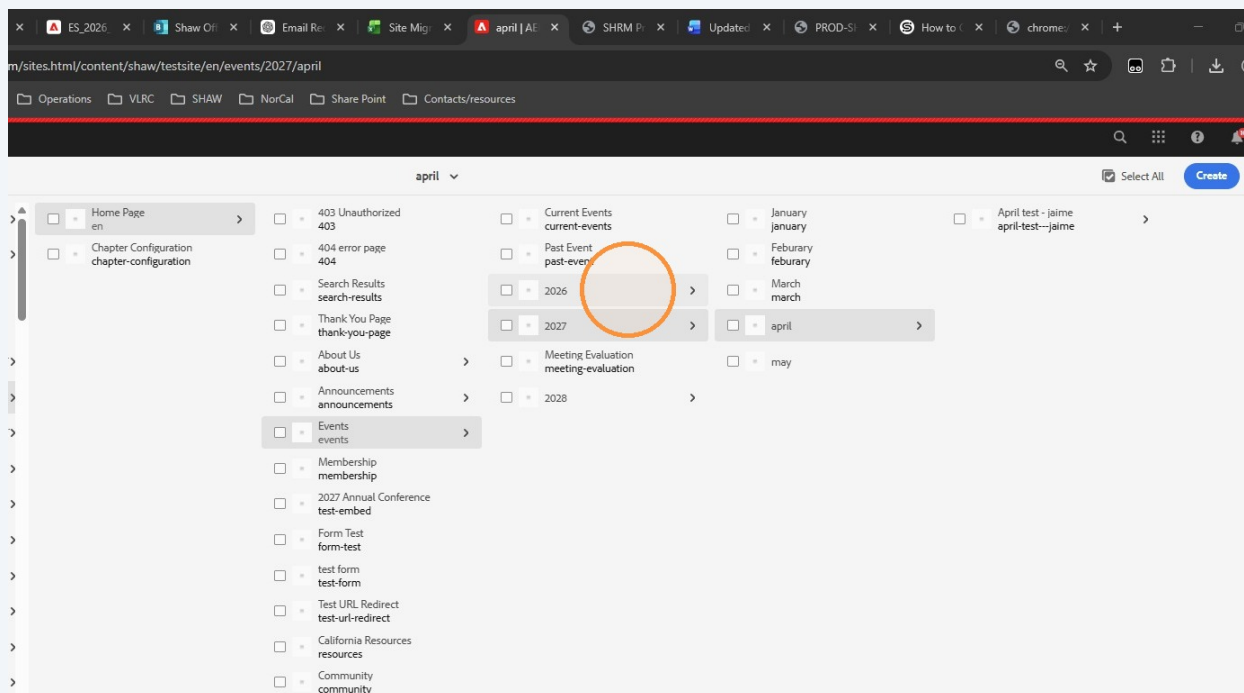
1 Click Home Page.



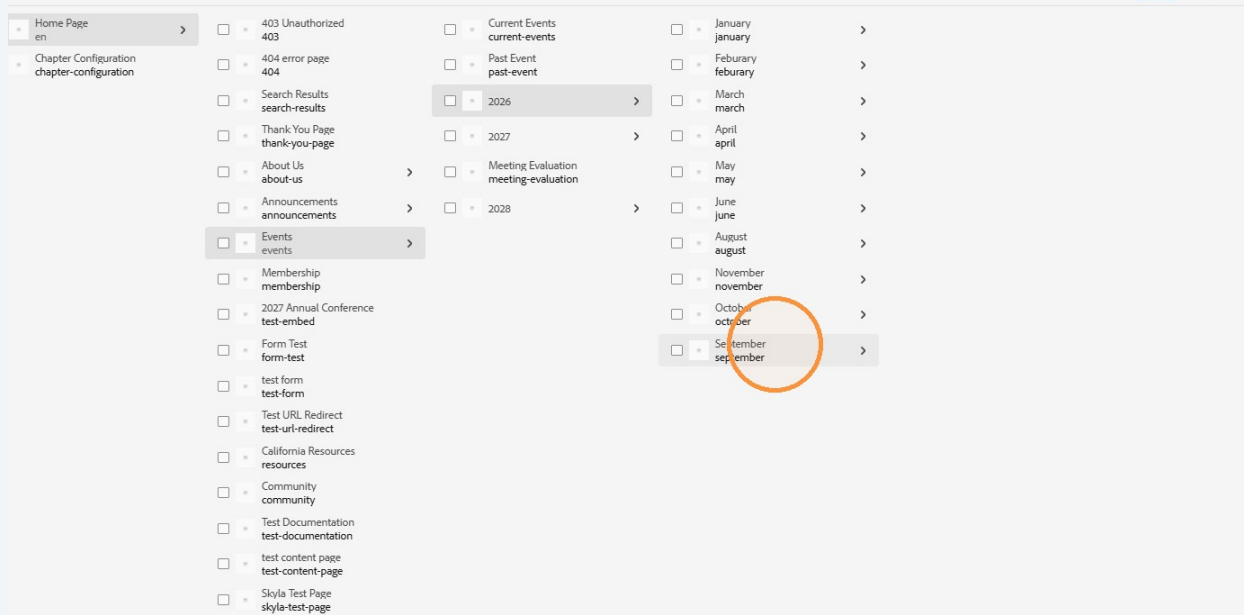
## 2 Click Events.



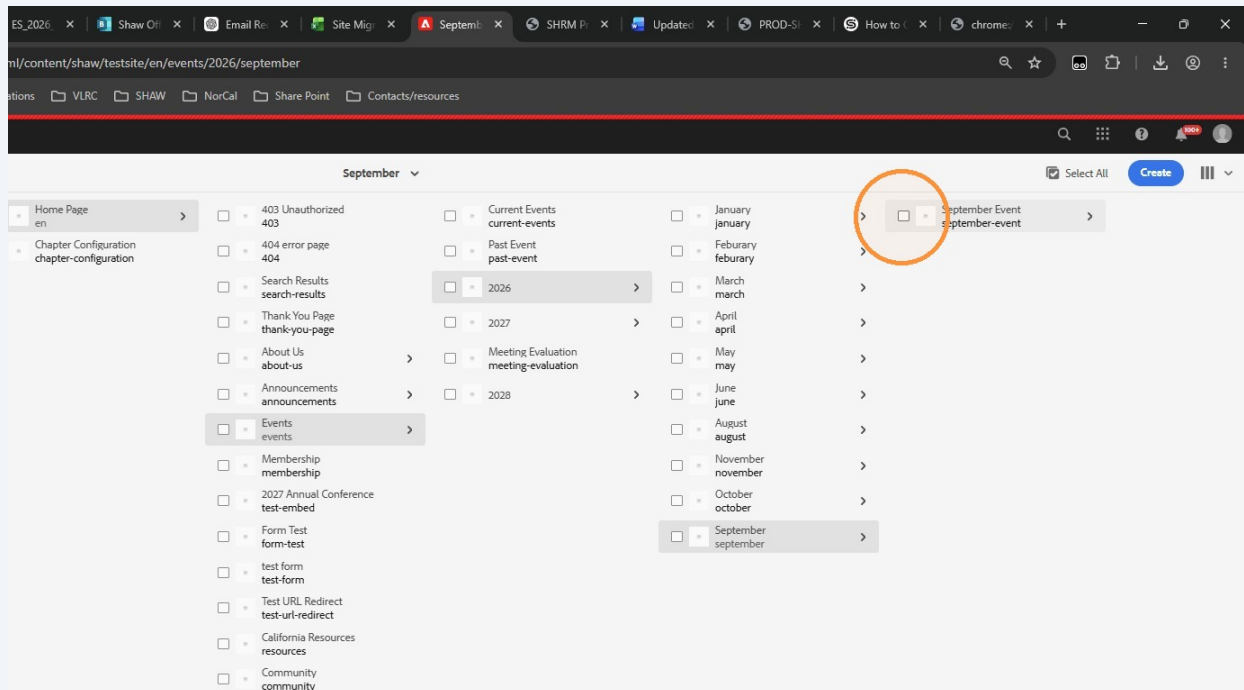
## 3 Click the year (ex. 2026)



## 4 Click the month (ex. September)

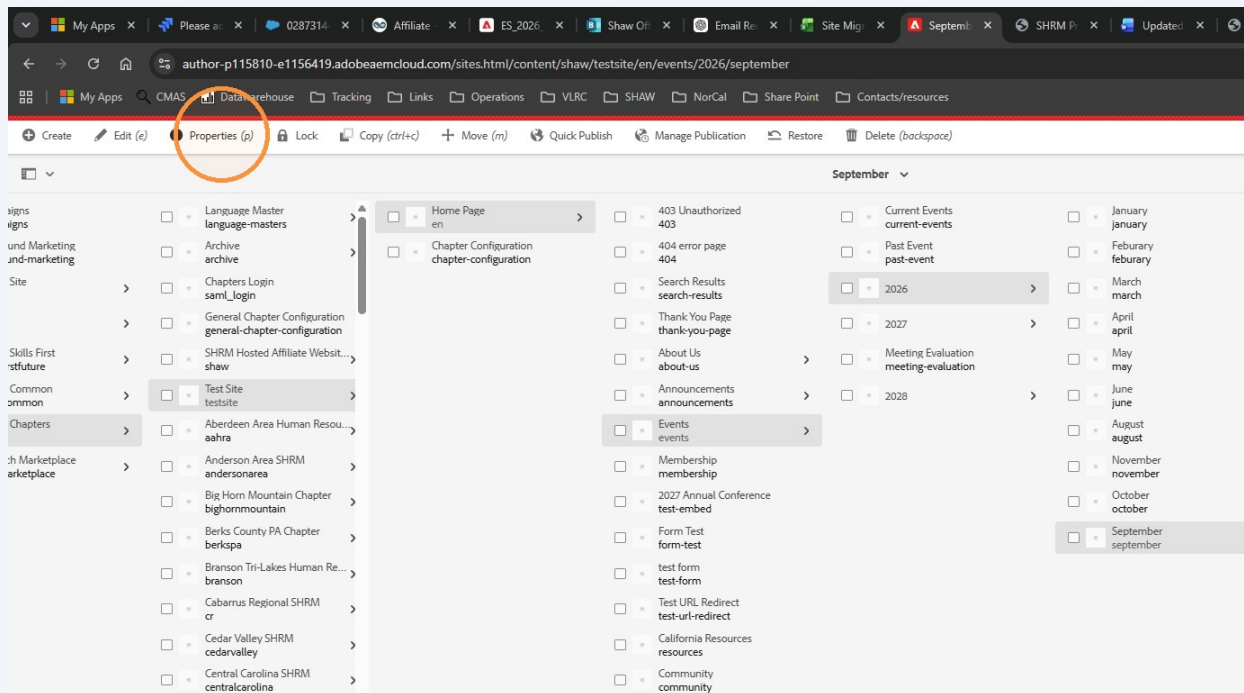


## 5 Click the event page (ex. September Event)

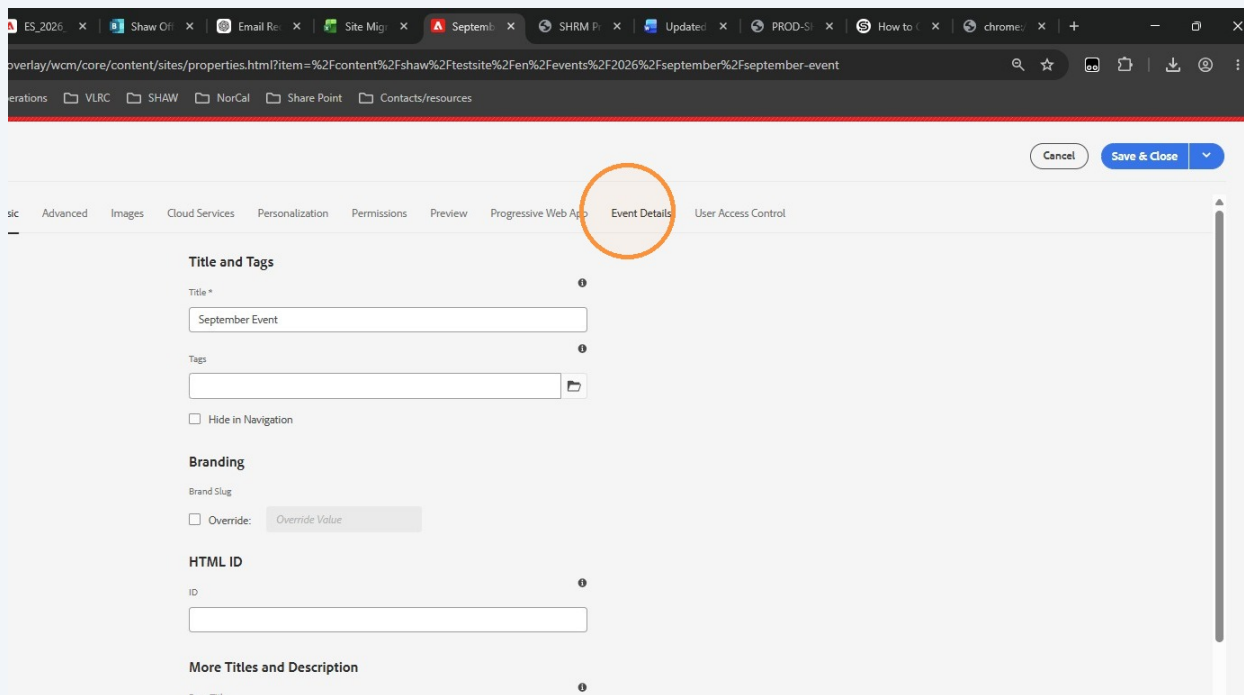


## Update Event Details

## 6 Click Properties.



## 7 Open Event Details.



8 Scroll to the bottom of the Event Details tab.

9 Select the Button URL field.

The screenshot shows a web form for event details. The form includes fields for Event Organizer, Location, Pricing, Button Text, and Button URL. The Button URL field is highlighted with an orange circle. The form also includes a warning about the timezone and a checkbox for 'All Day'.

▲ Your timezone (UTC-04:00) will be used instead of the server setting (UTC+00:00)

☐ All Day

Event Organizer

Location

Zoom - Link will be sent after registration.

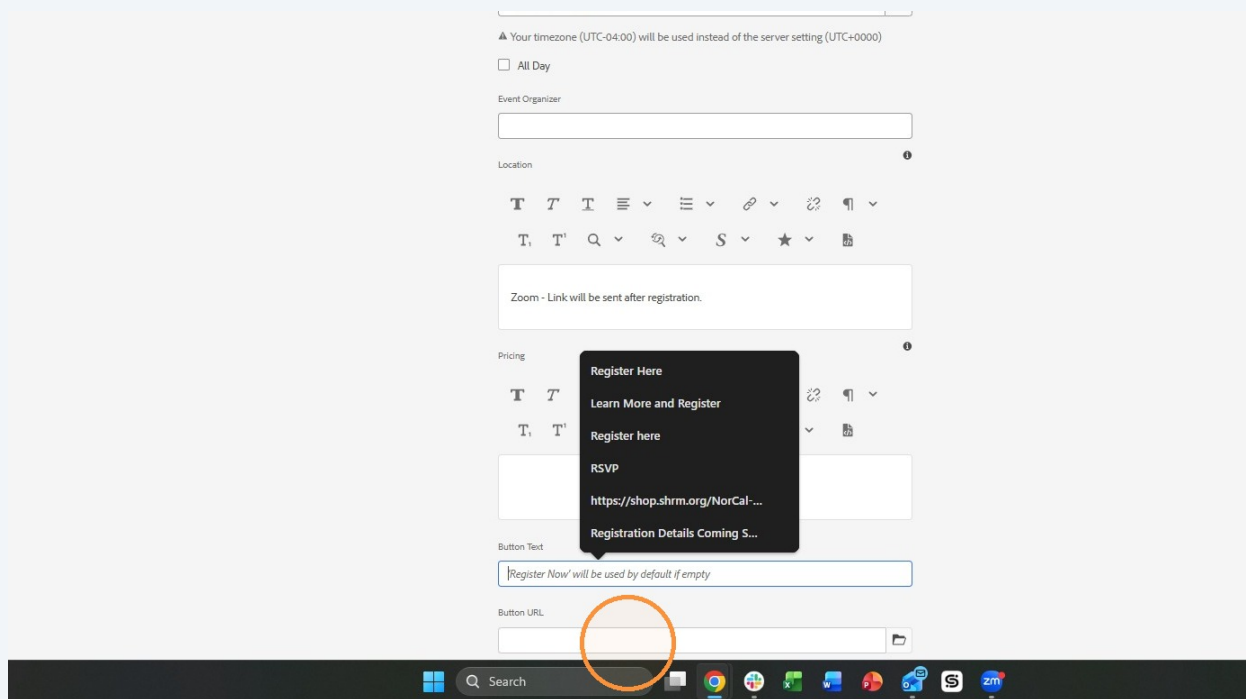
Pricing

Button Text

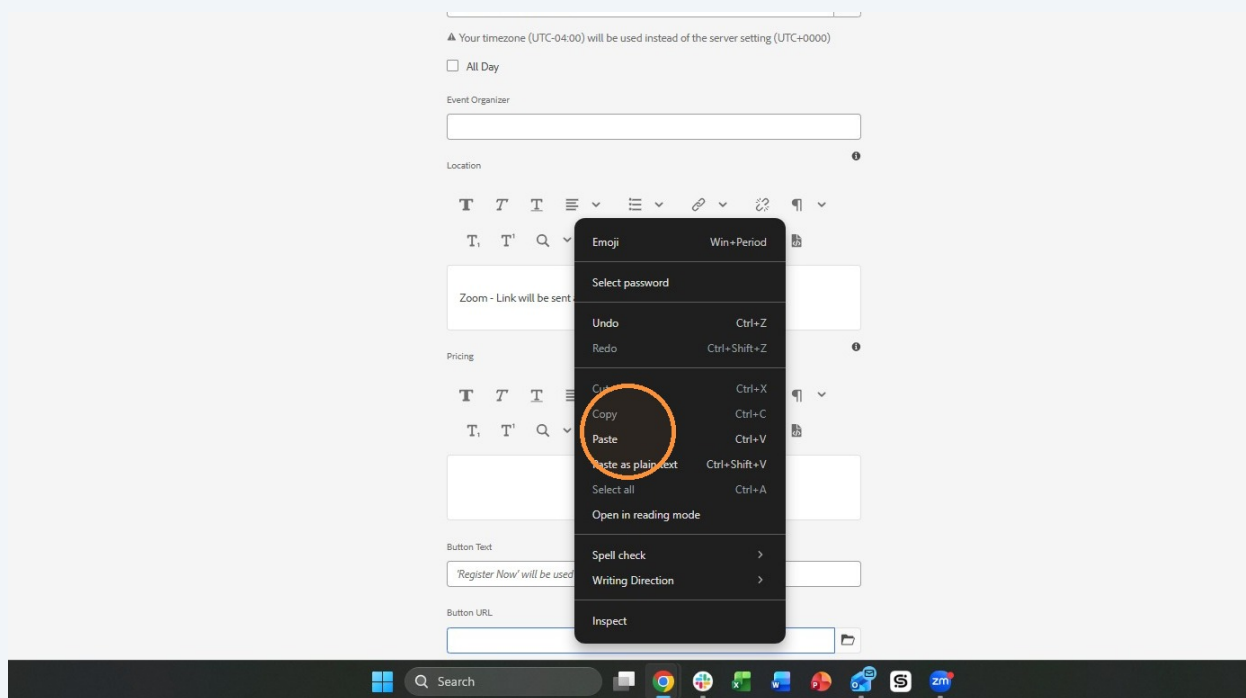
Button URL

/content/shaw/testsite/en/events/2026/september/september-event/event-regis

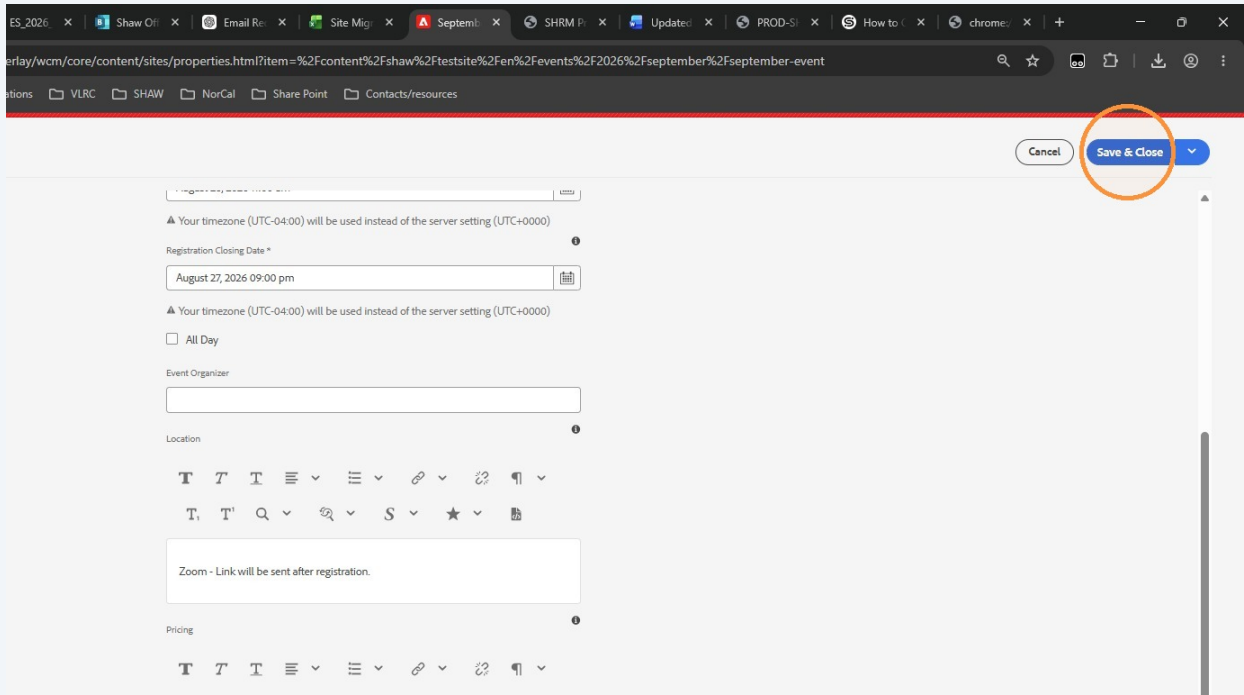
## 10 Delete the link that is currently in this field.



## 11 Paste the registration URL into Button URL.

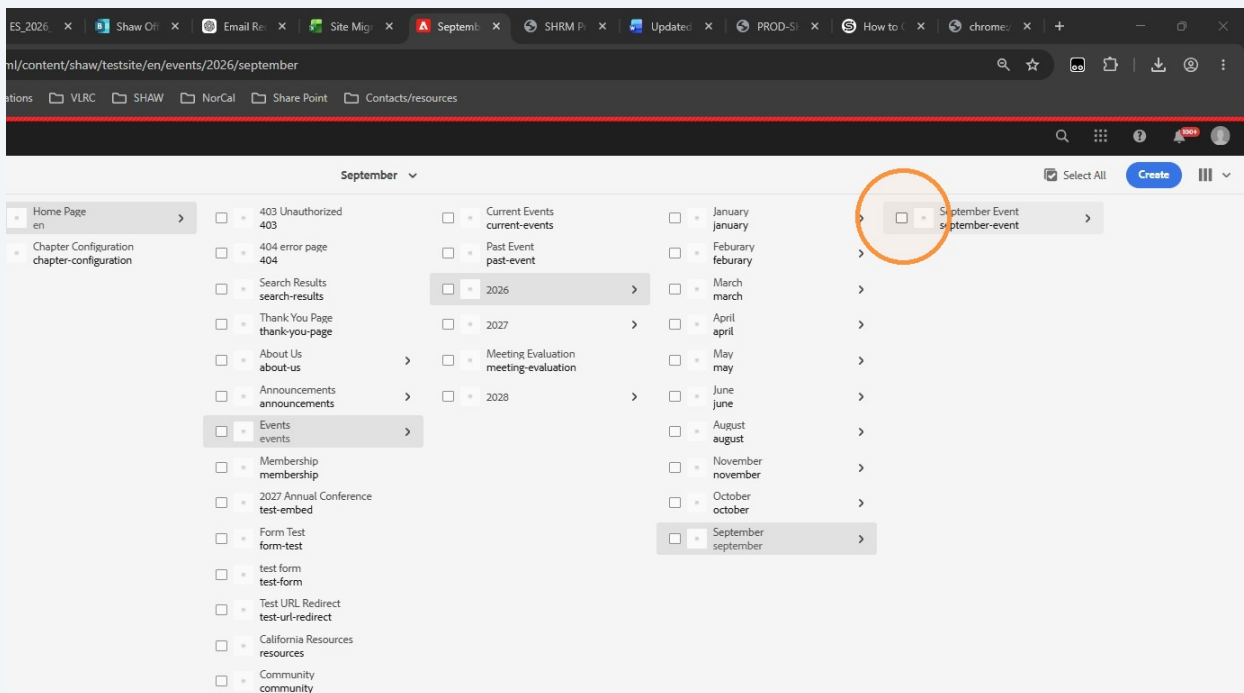


**12** Click **Save & Close**.

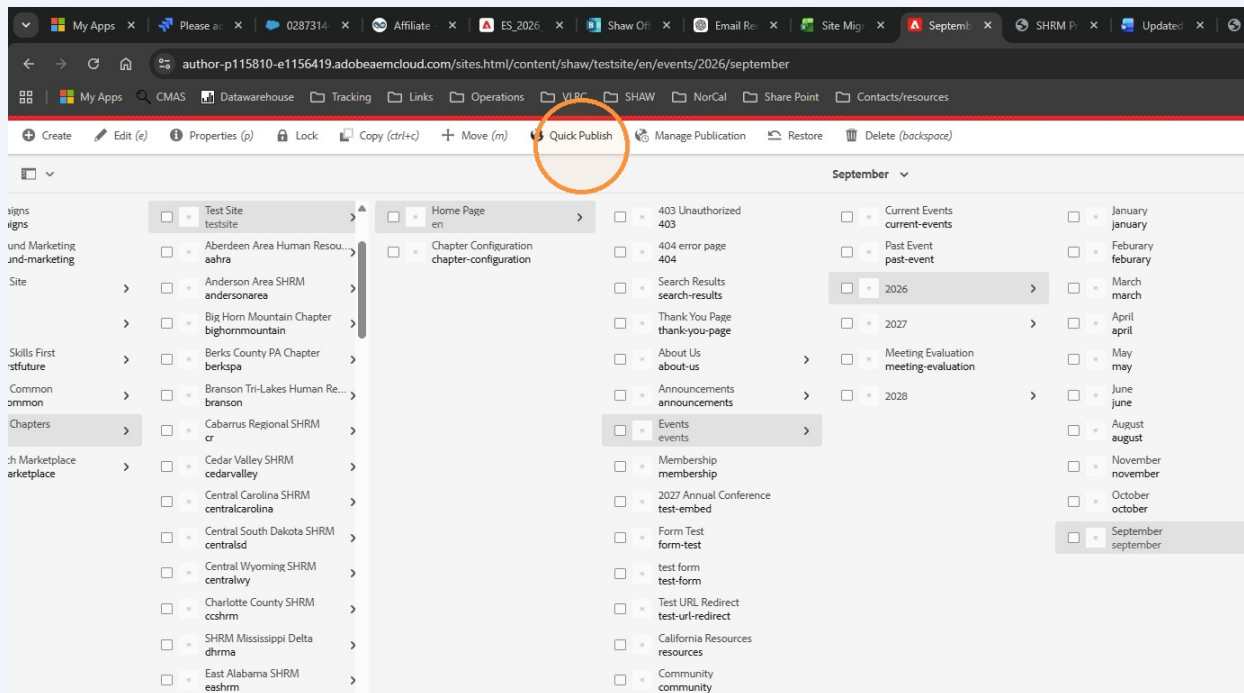


## Publish Event

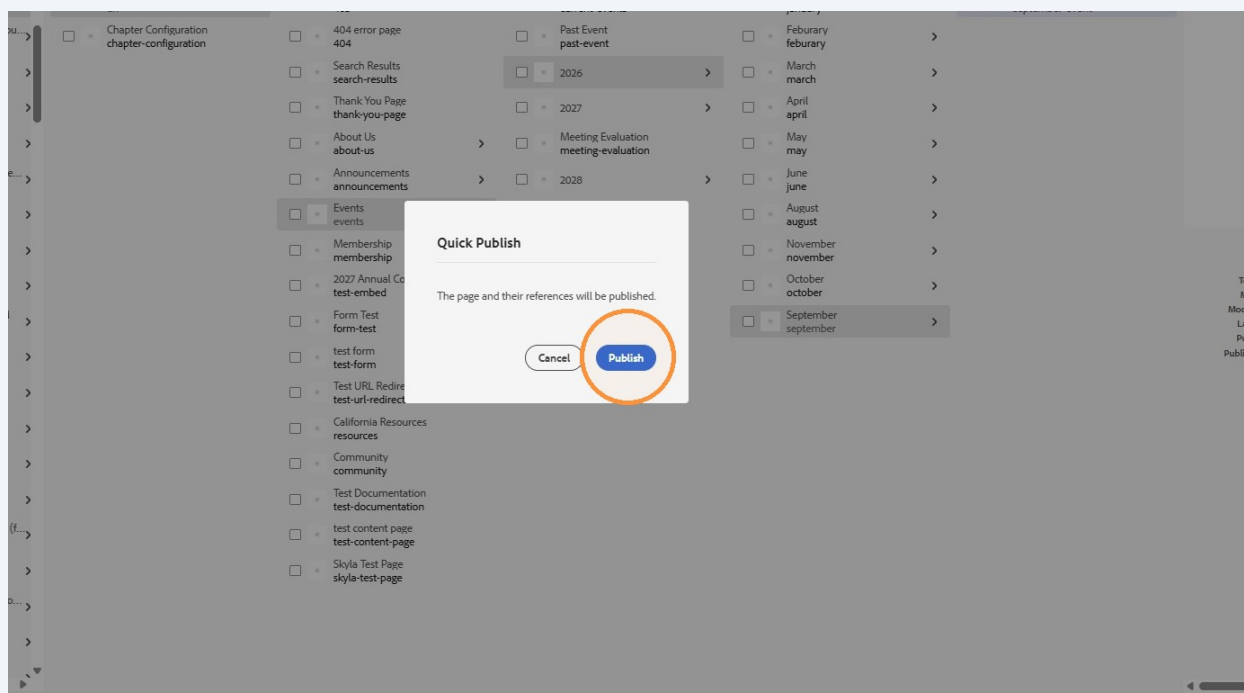
**13** Select September Event.



## 14 Click Quick Publish.

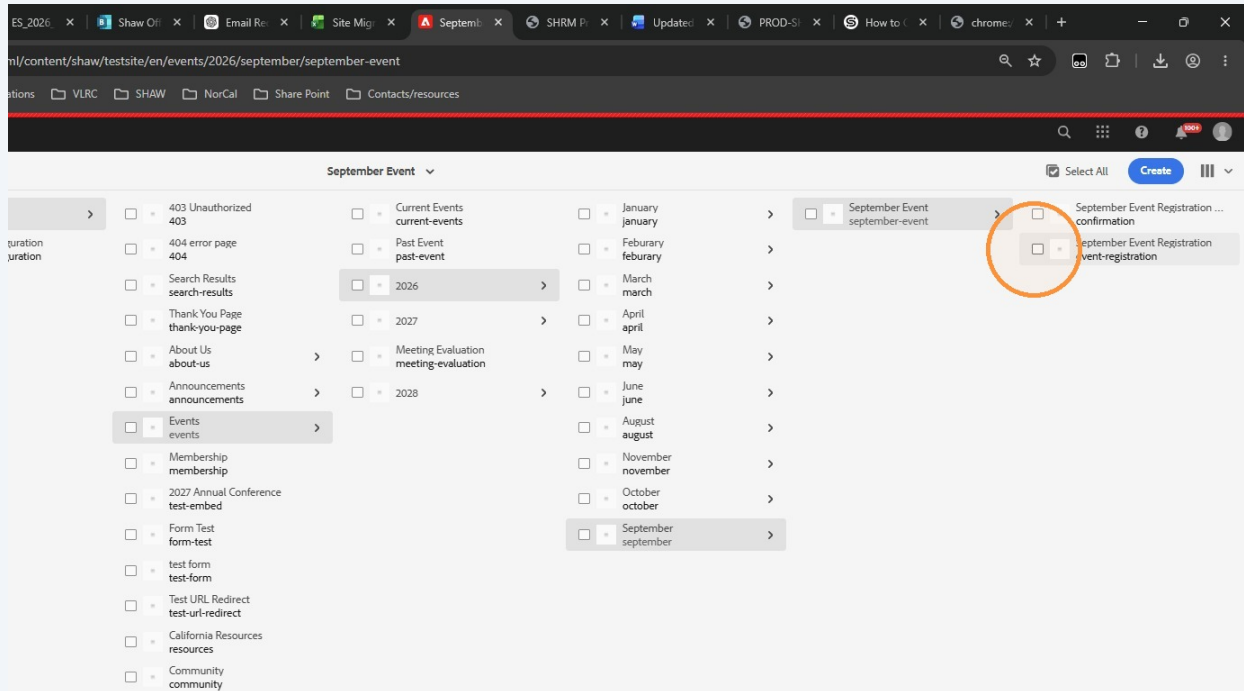


## 15 Click Publish.

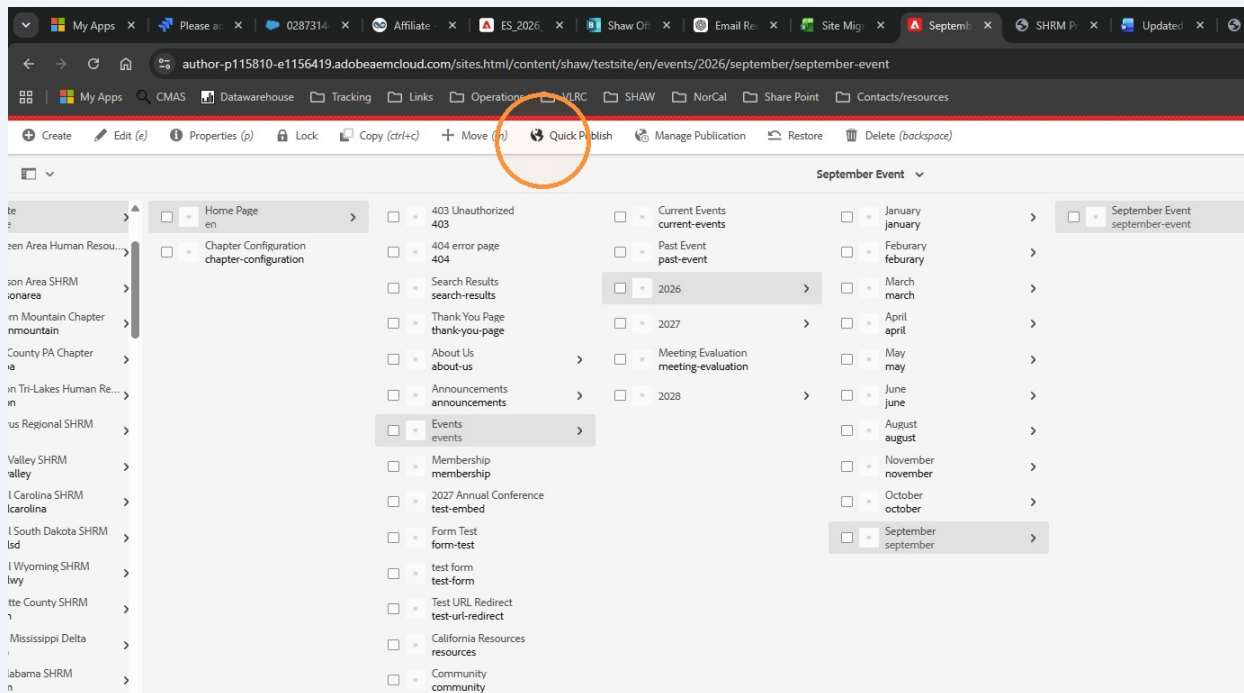


# Publish Registration Page

## 16 Click September Event Registration.



## 17 Click Quick Publish.



## 18 Click Publish.

