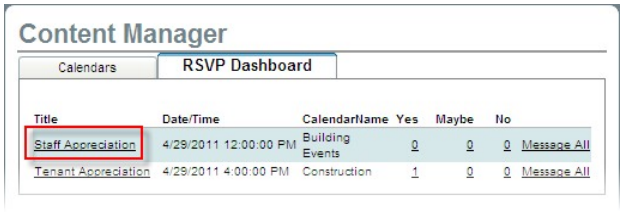
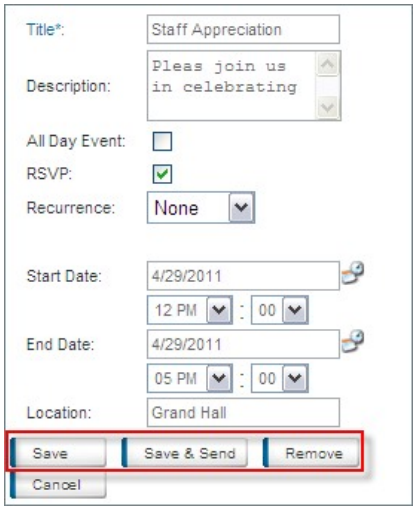
Editing / Deleting an RSVP Event

Control Panel > My Workspace > Calendars

Editing / Deleting an RSVP Event:

An RSVP enabled event can be edited by following the general Editing / Deleting an Event steps or the by following the steps below:

1. Go to **Control Panel** > **My Workspace** > **Calendars**.
2. Click on the **RSVP Dashboard** tab.
3. Click on the **Title** of the desired RSVP event that you wish to edit or delete.



4. To delete, click on **Remove** *or* make any necessary changes and then click on **Save** or **Save & Send**.