

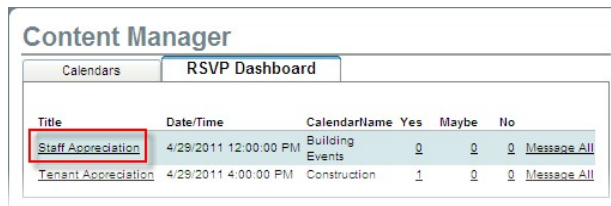
Editing / Deleting an RSVP Event

[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.



Title	Date/Time	CalendarName	Yes	Maybe	No
Staff Appreciation	4/29/2011 12:00:00 PM	Building Events	0	0	0 Message All
Tenant Appreciation	4/29/2011 4:00:00 PM	Construction	1	0	0 Message All

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



Title*: Staff Appreciation

Description: Pleas join us in celebrating

All Day Event:

RSVP:

Recurrence: None

Start Date: 4/29/2011 12 PM : 00

End Date: 4/29/2011 05 PM : 00

Location: Grand Hall