

Editing Events

Please follow these steps:


1. Login
2. Go to <https://www.mindfulmamma.co.uk/events/community/list>
3. Click "Edit" under the title of the event you wish to update:

STATUS	TITLE	ORGANISER	VENUE	CATEGORY	RECURRING?	START DATE
✓	Colchester, Essex Workshop View Edit Delete Reports: Attendees Sales	Nicola Garland	Colchester	—	No	January 20, 2018 @ 10:00 am
✓	Colchester, Essex One to One Hypnobirthing View Edit Delete Reports: Attendees Sales	Nicola Garland	Colchester	—	No	January 6, 2018 @ 10:00 am

4. Scroll down to Tickets and click the pencil icon next to the ticket:

TICKETS

Total Event Capacity: 5 VIEW ATTENDEES VIEW ORDERS

Tickets	Price	Capacity	Available	
Mindful Mamma Workshop	£30.00	5	5	

+ NEW TICKET + NEW RSVP ⚙️ SETTINGS

SUBMIT EVENT

5. Click the "+ Advanced" button to expand the advanced options:

● Advanced

Description:

Thank you, your deposit has secured a place on the workshop with Nicola Garland. Balance of payment is due two weeks before the workshop and is payable directly to Nicola Garland. You can start your journey today!

Show description on front end ticket form.

Start sale: YYYY-MM-DD at HH:MM ?

End sale: YYYY-MM-DD at HH:MM ?

SKU:
A unique identifying code for each ticket type you're selling

[Delete Ticket](#)

6. Make your changes. Click Save Ticket.
7. Click Submit Event.