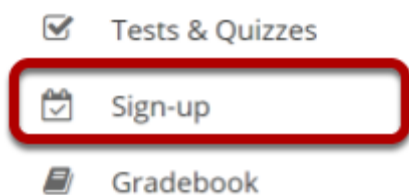


How do I edit a meeting?

Go to Sign-up.



Select the **Sign-up** tool from the Tool Menu of your site.

Click on a meeting title.

Meetings

Click 'Add' to create a new meeting, or click a meeting title to modify or copy it.

View: By category:

Meeting Title	Organizer	Location	Category	Date ▲	Time	Status	Remove
Guest Speaker	Demo Instructor	Room 106		Fri, 3/27/20	10:00 AM - 12:00 PM	Sign-up Not Req	<input type="checkbox"/>
Office Hours	Demo Instructor	Office 336, Frost Hall		Fri, 3/27/20	1:00 PM - 3:00 PM	Available on 3/27/20	<input type="checkbox"/>
Extra Credit Field Trip	Demo Instructor	Science Center		Sat, 3/28/20	10:00 AM - 4:00 PM	Available on 3/28/20 Attendance	<input type="checkbox"/>

[Remove Meetings](#)

Click Modify.

SIGN-UP [Link](#) [? Help](#)

Meetings Add Permissions Export

Modify Copy Export as Excel Print

Meeting Details

Title: Extra Credit Field Trip
Organizer: Demo Instructor
Location: Science Center
Category:
Meeting Date: Saturday, March 28, 2020
Time Period: 10:00 AM - 4:00 PM
iCalendar link: [Download](#)
Sign-up Begins: March 25, 2020 10:00 AM
Sign-up Ends: March 28, 2020 3:00 PM
Available To: [Show site\(s\)/group\(s\) details](#)
Description: This is an all day field trip to an off-campus Science Center. Students will receive 10 bonus points for attending.

Email
Notification: Yes, send email to notify the related participant(s) about the changes that have been made. [Hide meeting info above](#)

Time Slot	Max # of Participants	Participants	Wait List
10:00 AM - 4:00 PM	10	+ Add Participant	Add Participant (disabled command)

- *Note:- Click on a time slot to lock or cancel it.
- Click to change or swap participants.
- Click to delete a participant.
- Click to email a participant.
- Click to view/edit an attendee's comment.
- Meeting organizers can add participants even if the time slot is full.

To change any of the initial settings of the meeting, use the **Modify** option shown at the top of Meeting Details.

Edit meeting settings and publish.

Modify Meeting

* indicates required information.

Modify Options:

Title:

Organizer:

Location: [enter a new location](#)

Category: [enter a new category](#)

Description:

Rich text editor toolbar: ? Source, Undo, Redo, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Video, Table, Table of Contents, Print, Full Screen, Help.

Styles:

Text: This is an all day field trip to an off-campus Science Center. Students will receive 10 bonus points for attending.

Word Count: 30, Characters (with HTML): 1381100000

Start Time:

End Time:

Sign-up Begins: before meeting begins (9:00 AM, Wednesday, March 25, 2020)

Sign-up Ends: before meeting finishes (3:00 PM, Saturday, March 28, 2020)

Attendance: Attendance will be taken (you can track attendance to this meeting if selected)

Meeting Type:

- Open meeting (no sign-up required)
- Single slot
- Multiple slots
- Max # of Participants
-
- Unlimited number of participants

Advanced user-defined timeslots

Show Participants To Public: Yes, display names of participants to others.

Notifications of participant actions: Yes, send an email notification to the selected meeting coordinators when a participant signs up or cancels an appointment.

Meeting Coordinators: Instructor, Demo

Email Notification: Yes, send an email notification about these changes to:

- All potential participants
- Only participants currently signed up
- Selected meeting coordinators

Other Default Settings: [Show the other default settings](#)

The information described in [How do I create a meeting?](#) will be shown for editing the settings of your choice.

The timeslots can be adjusted by selecting “Advanced user-defined timeslots” (if not already specified for this meeting), and then by selecting the “Edit Timeslots” link that appears; timeslots can be combined, removed, or added.

In a recurring meeting, you can choose to limit the change by selecting “Modify current only” or to modify all of the sessions in the rest of the series by selecting “Modify all future recurring meetings.” After modifying a meeting, you may elect to send e-mail notifications to participants via the checkbox above the timeslot table.

Click **Publish Modification** when you are finished making changes.