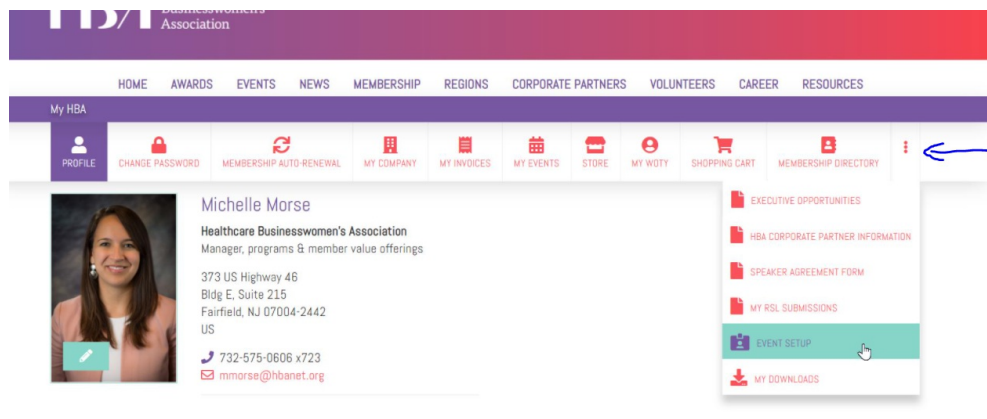


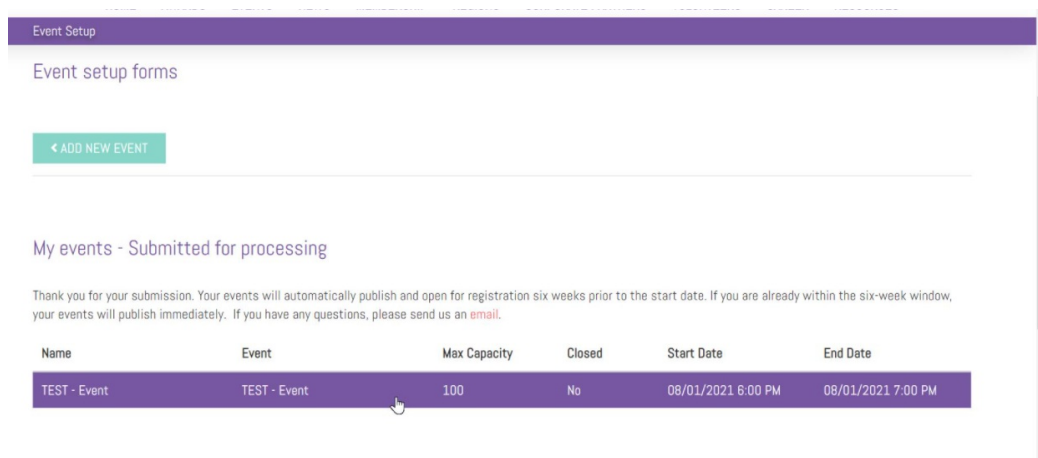
# How to edit an event webpage

Last Modified on 06/02/2021 4:48 pm EDT

1. Log into your HBA profile on the HBA homepage.
2. Click on the 3 dots on the right side of the heading bar. Scroll down and click "Event Setup".



3. On the next screen, you will see all the events in your account - both saved as drafts or that have been submitted for processing. Simply click the title of the event you'd like to edit, and the Event Set Up Form will open. **Please note that you can continue to edit events even after they have been submitted and registration has been opened.**



4. Make your edits and submit for processing. Most updates will sync with the website within one hour. If formatting or other edits need to be made, please email [events@hbanet.org](mailto:events@hbanet.org) for additional help.