How to edit an event webpage

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- 1. Log into your HBA profile on the HBA homepage.
- 2. 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 event title 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.

Event Setup				
Event setup forms	3			
< ADD NEW EVENT				
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, Thank you for your submiss	ion. Your events will automatically		he start date. If you are alreac	ly within the six-week window,
, Thank you for your submiss			he start date. If you are alread	ly within the six-week window,
, Thank you for your submiss	ion. Your events will automatically	il.	he start date. If you are alread Start Date	ly within the six-week window, End Date

4. Make your edits and submit them 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 for additional help.