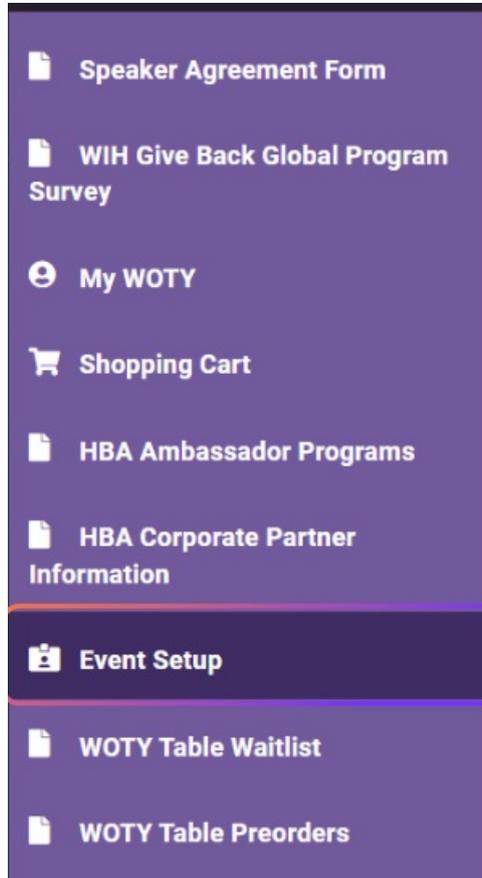


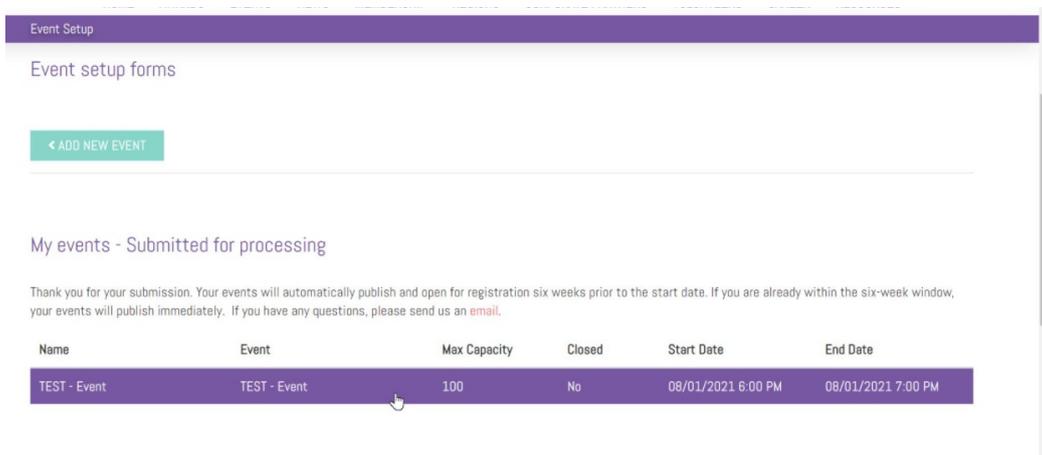
# How to edit an event webpage

Last Modified on 05/21/2021 12:10 pm EDT

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.**



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](mailto:events@hbanet.org) for additional help.

