

- Event Changes

- Cancelled Events Process

- When an event is cancelled, notification will come via email typically from management, occasionally from the staffing managers.
- When this happens, HR will go into the [master calendar](#), find the event line, click on the row number, and highlight the entire row.
- At the top of the screen you will click on the **S** icon to line through the entire row of the event.
- You will also highlight the entire row worth of font to **Red** by clicking the **A** next to the **S** and make sure it is set to red.
- In the “Event Activity” tab of the Master Calendar, you will go in and subtract the number of staff from that day to keep the daily numbers accurate.

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- Rescheduled Events Process

- When an event is rescheduled, notification will come via email typically from management, occasionally from the staffing managers.
- When this happens, HR will go into the [master calendar](#), find the original event line, click on the row number, and highlight the entire row.
- You will copy the row and then paste into the appropriate line for the new date. Make sure to update information as needed for accuracy including the date and day of the week.
- If a close date change and the new date is part of the Event Activity Tab, add staff count to the new date.
- Then you will go back to the original event line & at the top of the screen you will click on the **S** icon to line through the entire row of the event.
- You will also highlight the entire row of font to **Green** by clicking the **A** next to the **S** and make sure it is set to green.
- In the Event Activity tab of the Master Calendar, you will go in and subtract the number of staff from that day to keep the daily numbers accurate.
- Forward rescheduled events emails to the staffing manger to assure the most current information is passed along.

- Changed/Updated Events Process

- When an event is changed or updated, notification will come via email typically from management, occasionally from the staffing managers.
- When this happens, HR will go into the master calendar, find the event line & update the needed information.
- If a staff member is cancelled completely, at the top of the screen you will click on the **S** icon to line through the entire font of that part of the order.
- You will also highlight all changes (additions and cancellations) worth of font and change to **Red** by clicking the **A** next to the **S** and make sure it is set to red.
- In the Event Activity tab of the Master Calendar, you will go in and update the number of staff from that day to keep the daily numbers accurate.