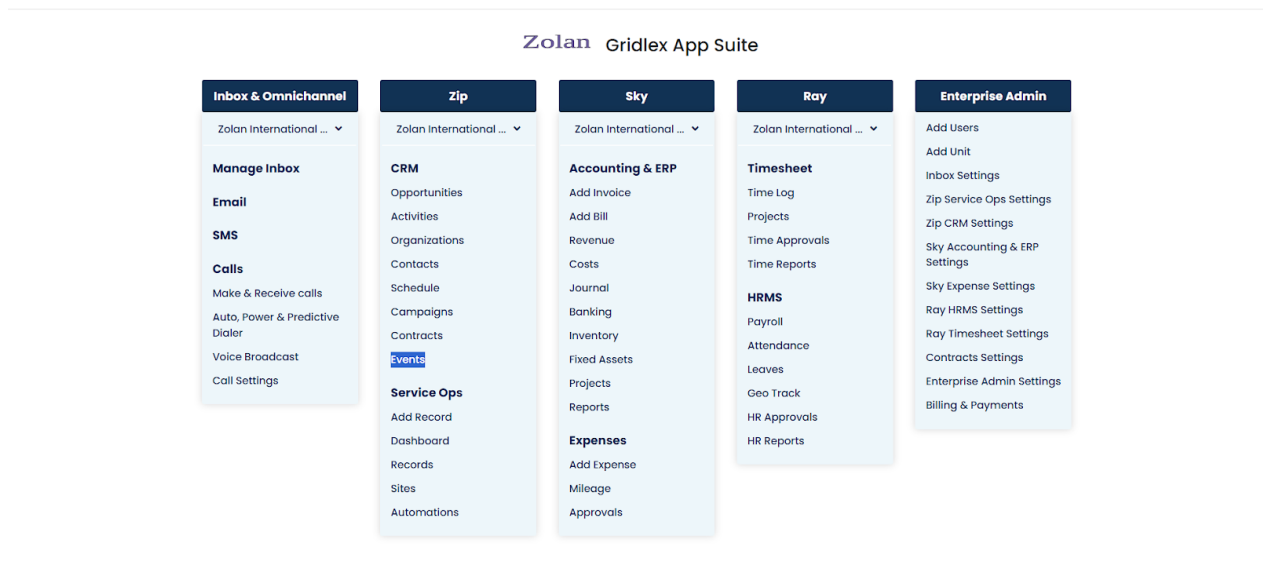


Welcome to our comprehensive guide on editing an Event in Gridlex Zip.

Whether you're organizing meetings, webinars, or other gatherings, Gridlex Zip is designed to make your event management smoother and more systematic. By the end of this tutorial, you'll be well-equipped to edit, manage, and record event data seamlessly.

This tutorial will walk you through editing an event in Gridlex Zip.

Step 1: Log in to the Gridlex App Suite and click 'Events' under the Zip section.



Step 2: Click on the Event which you want to edit.

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Export to Excel

Create New Event

Event ID	Event Title	Event Template	Actions	Event Timezone	Event Starts At
1206506745674870785	Health First	Basic Event Template	Copy Event	(GMT-05:00) Eastern Time - New York	Nov 01 2023, 9:00
1206743665407447041	Pharma Expo	Basic Event Template	Copy Event	(GMT+05:30) India Standard Time - Kolkata	Oct 11 2023, 1:07
1206803569325387777	Health First 2024	Basic Event Template	Copy Event	(GMT-05:00) Eastern Time - New York	Jan 03 2024, 9:00

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Step 3: If you wish to edit the Event template, click on the event template name and you'll be taken to the template's page.

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Sites

Events / Health First / Edit Event Details

Event Details

Event Contacts

Event

Event Template

Basic Event Template

Event Information

Event Title *

Health First

Event Format *

In-Person

Event Description *

Health First is a premier gathering that brings together leading professionals, researchers, and thought leaders from the BioPharma industry. This event aims to foster discussions, share insights, and pave the way for innovative solutions that prioritize health. Attendees will have the opportunity to engage in interactive sessions, panel discussions, and networking opportunities, all while exploring the latest advancements and breakthroughs in

Event Timezone *

(GMT-05:00) Eastern Time - New York

Event Starts At *

01-11-2023 09:00

Event Ends At *

03-11-2023 17:00

Save

Save and Next

Step 4: Make the desired changes and click "Submit."

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Zolan International Entity (Live)

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Zip Service Ops

- Dashboard
- Records
- Sites

Event Registration Starts At	☒ Yes ☐ No	☐ Yes ☒ No	Event Registration Starts At
Event Registration Ends At	☒ Yes ☐ No	☐ Yes ☒ No	Event Registration Ends At
Event Registration Capacity	☒ Yes ☐ No	☒ Yes ☐ No	Event Registration Capacity
Event Registration Status	☒ Yes ☐ No	☐ Yes ☒ No	Event Registration Status
Event Starts At	☒ Yes ☐ No	☒ Yes ☐ No	Event Starts At
Event Ends At	☒ Yes ☐ No	☒ Yes ☐ No	Event Ends At
Event Locations	☒ Yes ☐ No	☒ Yes ☐ No	Event Locations
Event Meet Link	☒ Yes ☐ No	☐ Yes ☒ No	Event Meet Link

Create Sections

[Add Section](#)

[Submit](#)

Step 5: To make edits to Event Information, Even Venue/Location, Event Links or any other fields, Go back to the “Event Details” section, make the changes and click “Save.”

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Event

Event Template
[Basic Event Template](#)

Event Information

Event Title * Event Format *

Event Description *

Health First is a premier gathering that brings together leading professionals, researchers, and thought leaders from the BioPharma industry. This event aims to foster discussions, share insights, and pave the way for innovative solutions that prioritize health. Attendees will have the opportunity to engage in interactive sessions, panel discussions, and networking opportunities, all while exploring the latest advancements and breakthroughs in

Event Timezone * Event Starts At * Event Ends At *

Event Registration Status Event Registration Capacity *

Event Registration Starts At Event Registration Ends At

[Save](#) [Save and Next](#)

Congratulations! You have now learned how to Edit an Event in Gridlex Zip.

If you need any help with any feature, data migration of your old data, or anything at all, just email apps@gridlex.com and our team will be here to help you. Remember, that one of **Gridlex's** core values is Customer Success. We want you to be successful.