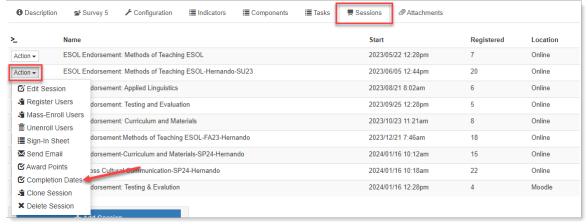


## **Editing a Completion Date**

1. From the 'Manage Events' page, click the 'Action' dropdown menu and select 'Edit Event.'



2. Under the 'Sessions Tab' on the Editing Events page, click the 'Action' dropdown menu next to the correct session and select 'Completion Dates.'



- 3. On the Completion Dates page, follow these steps:
  - A. Select the name(s) of the participants whose completion dates need to be adjusted.
  - B. Enter the new, correct completion date using the month/date/year dropdown boxes.
  - C. Click the 'With selected, set this date:' button. You will see the date change in the 'Completion Date' column (highlighted in screenshot below).

D. Click 'Save Changes.'

