Master Calendar

How do I approve pending event requests?

To approve pending event requests:

- On the Admin menu, point to Events and Special Dates, and then click

- Optionally, carry out a search for the pending events that you are
  approving.
- Select the pending events that you are approving.

To select all pending events on the currently opened page for approval in a single
step, select Title. **If you have multiple pages of events to approve, you must
repeat this entire process on each step.**

Manage Events.

- Under Actions, click Approve. A message opens asking you if you are sure
  that you want to approve all selected events.

- Click OK in the message. A message opens indicating that all selected
  events were approved.
- Click OK in the message.

The events are approved and are removed from the Pending Events list. For each
approved event, an email is automatically generated and sent to the event
requestor informing them that the Calendar Manager has approved their request.

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