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.**

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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