Managing Past Events

In an effort to keep your association’s website up-to-date, events will automatically be removed from the ‘face’ of the website after the event has passed. You will still be able to access attendee data, run reports, message attendees, manage and distribute handouts, and access all attachments/event details for all past events, from the Past Events section:

Step 1: From the “Post & Manage” section of the Moderator Control Panel, select Manage Events.

Step 2: From the Past Events section, choose the event you want to manage:
Step 3: Access, share and export all past event data: