

Date

I need to change my event date, but keep the existing appointments. How do I do this?

Yes — you can **move** your slots and appointments to the new date instead of recreating them.

1. Go to the **Appointments** page
2. Select the original date on the calendar (left-hand side).
3. Click **Slots / Move Slots**.
4. Select the new destination date.

You'll have the option to email participants notifying them of the change.

“ **Note:** Moving slots does **not** automatically update the date listed on the **Event Setup** page — you'll need to correct that separately.

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