

# I have a current event set on the site, but the date needs to be changed. Is there a way to update the date, but keep the existing appointments?

Yes, you can move your entire schedule - including the existing appointments - to a new date without losing any data.

---

## Moving Slots and Appointments to a New Date

To shift your schedule to a different day, follow these steps:

### 1. Access the Move Tool

- In the Admin UI, open the event.
- On the calendar located on the left-hand side, click the **original date** that currently contains your slots.
- Click the **Slots > Move Slots** button.

### 2. Set the Destination

- A window will appear asking where you want to move the slots. Select the **new date** from the calendar picker.
- **Notifications:** You will be given the option to automatically send an email notifying all participants that their appointment has been moved to the new date.

### 3. Update the Event Configuration

Moving the slots updates the calendar, but it does not automatically update the descriptive labels for your event.

- Navigate to the [Event/Preview](#) page.

- Manually update the **Date** field to reflect the new schedule. This ensures that the correct date appears on the landing page and in the parent-facing view.
- 

Revision #2

Created 2026-04-10 17:35:55 UTC by Yura Nechyporenko

Updated 2026-04-23 18:32:32 UTC by Tara Cicora