

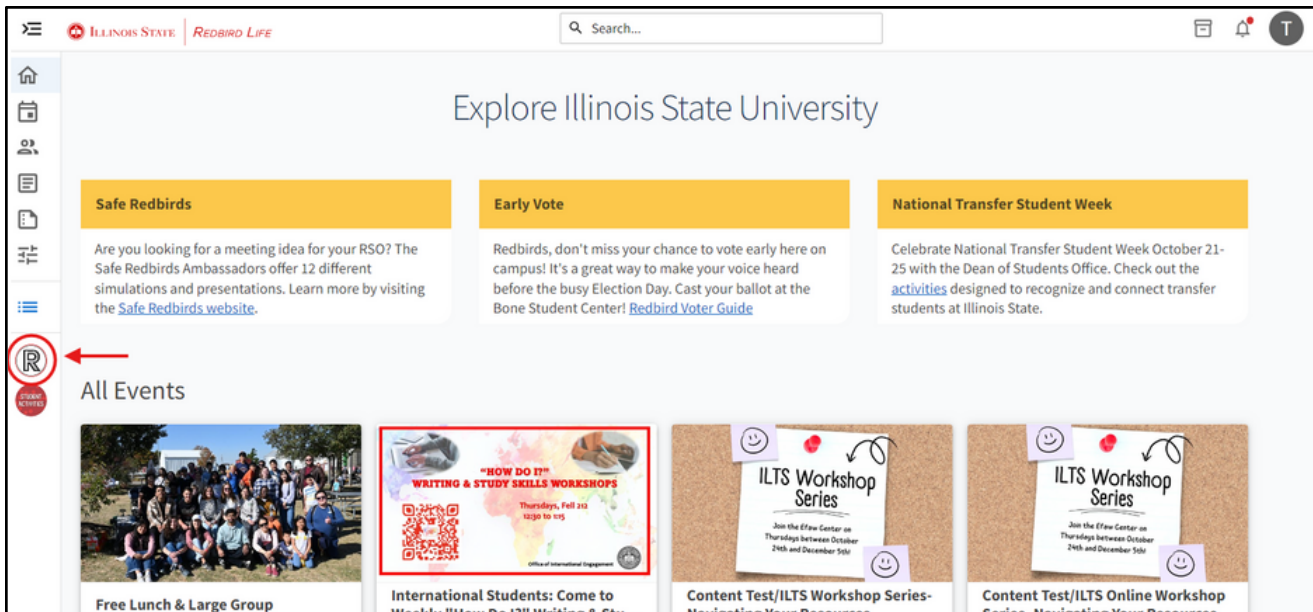
MANAGE EVENTS

Redbird Life
Involvement Starts Here

1

Go to Redbird Life at RedbirdLife.IllinoisState.edu

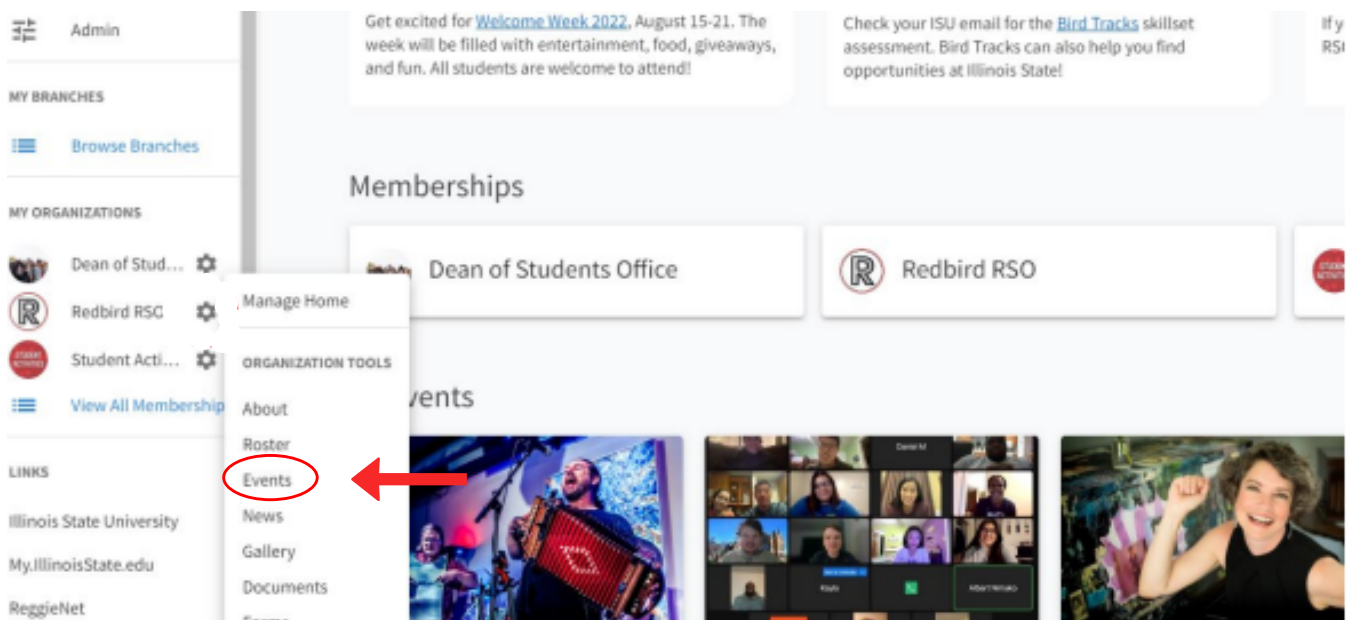
On the left-hand menu, select the RSO that created the event you want to edit.



2

Select Events

On your RSO's Redbird Life page, select **Events** from the menu on the left side of the page.

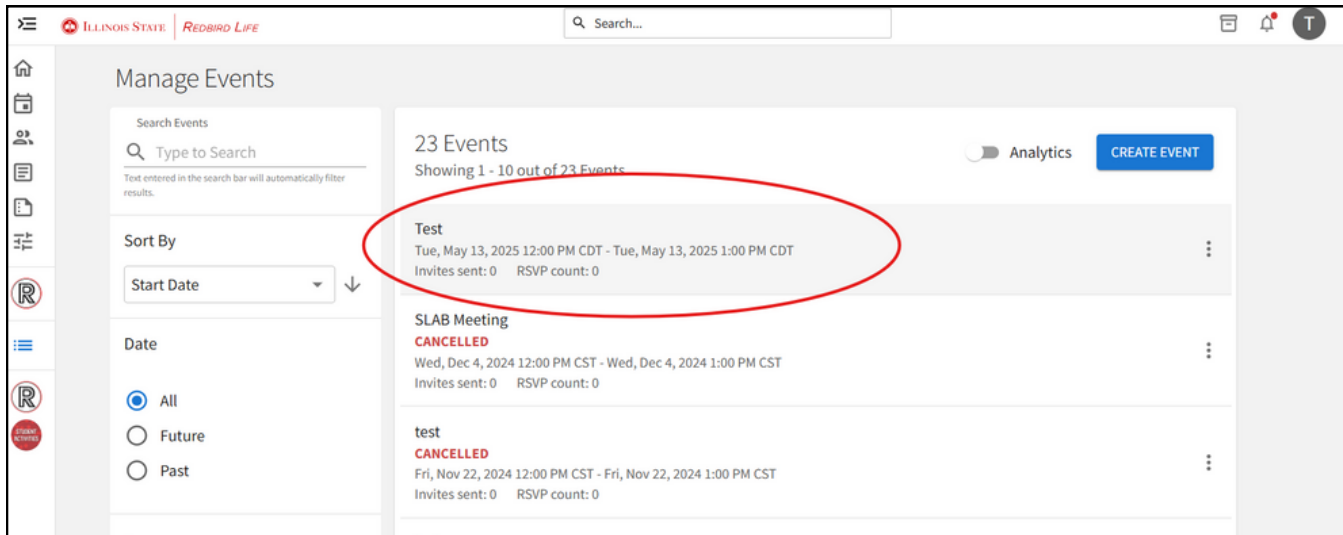


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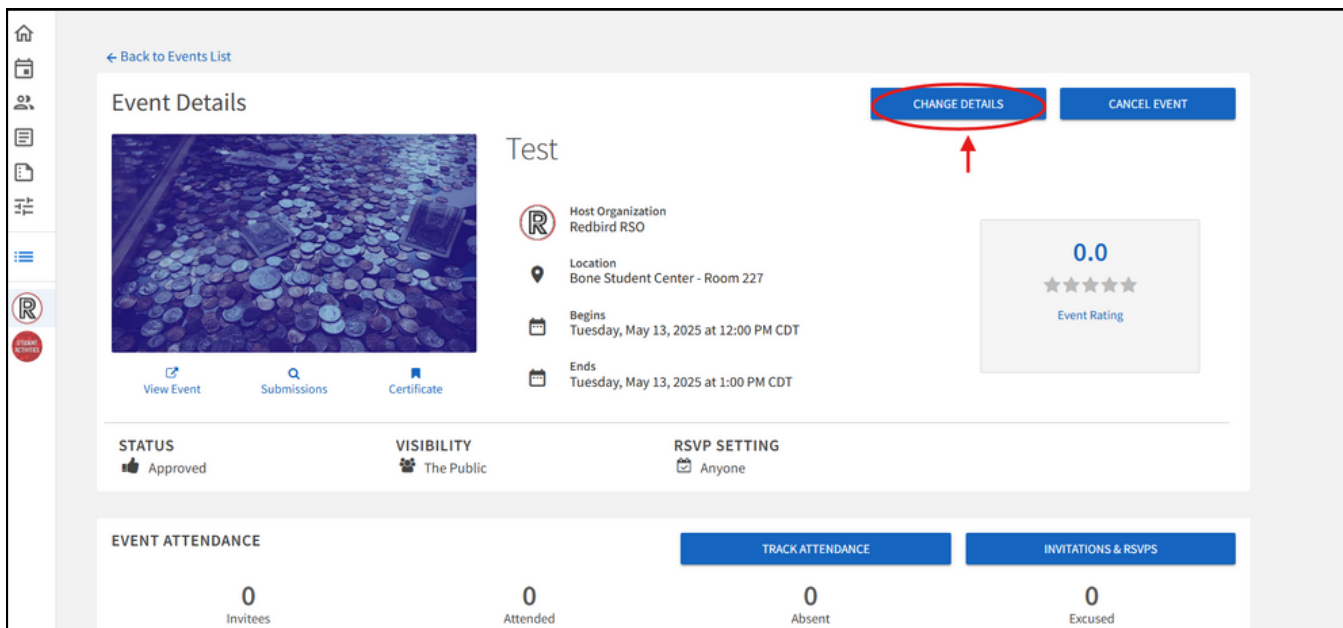
3 Choose the Event

Under **Events**, select the event you want to edit.



4 Change Details

To update any of your original event information, click the **Change Details** button located at the top of the page.

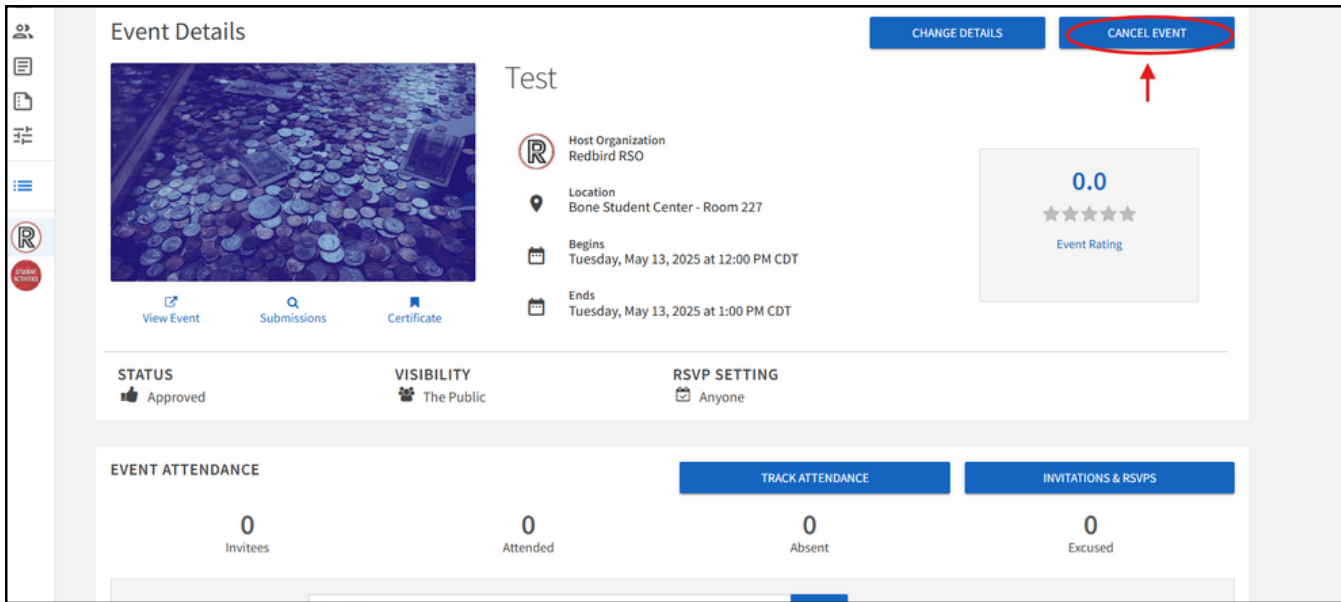


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5 Cancel Event

To cancel your event, click the **Cancel Event** button located at the top of the page.



6 Event Attendance

Under the Event Attendance section, select either the **Track Attendance** or **Invitations & RSVPs** button to view attendee information.

