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About This Guide

This guide provides detailed instructions for BDE/State/Regional PM, UMT, Component SBPMs, ACOM/ASCC/DRU SBPMs and DACH who wish to edit previously-created event requests in Strong Bonds.

Benefits of Using Strong Bonds to Edit and Delete Events

For BDE/State/Regional PM, the Strong Bonds portal facilitates easy event management.

Who Should Use This Guide

This guide is specifically designed to support those who coordinate the set-up and management of Strong Bond events for the Army National Guard, Active Army, and Army Reserve.

This includes all users with staff logins for Strong Bonds:

- Event Coordinator (UMT)
- BDE/State/Regional PM
- Component SBPM
- ACOM/ASCC/DRU SBPM
- DACH

How This Guide Can Help

This guide provides step-by-step instructions on how to:

- View Event Details
- Edit Event Details
Editing Event Details

During event creation, the extent to which an event can be edited depends on its status. Once the event is created, it will be marked with a Pending Approval by SBPM status where it must first be approved by the ACOM/ASCC/DRU SBPM (Active Army) or Component SBPM (Army Reserve or Army National Guard).

Once the event is approved, it will be marked with a Pending Release by DACH/COMPO status until released by DACH/COMPO. Until the event is released, the Event Details page cannot be edited by the BDE/State/Regional PM.

For more information on creating an event, see the Strong Bonds Creating Bulk Events User Guide.

Searching for Events

Once the event is sent for approval it will have a Pending Approval by SBPM status. From this point onwards, you can use the Status field in the filter sidebar to search for an event based on the event’s status.

To find an event:

1. Click Event Management in the Strong Bonds menu bar.

The Event Management page appears.

![Event Management Page](image)

Note: You can click How Events Work in the top-right corner of the Event Management page to view an infographic that details each step of the event publishing lifecycle.
2. Locate the appropriate event using the following criteria in the left filter sidebar:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Action/Input</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event ID</td>
<td>Enter the ID number of the event you wish to search for.</td>
</tr>
<tr>
<td>Event Status</td>
<td>Select the appropriate checkbox(es) next to the status(es) you wish to search for. The statuses you can search for are Pending Approval by SBPM, Pending Release by DACH/COMPO, Pending Quarterly Validation, Pending Resources, Resourced, Published, Pending AAR, Completed, Canceled, Rejected, and Not Resourced.</td>
</tr>
<tr>
<td>Quarter</td>
<td>Select this radio button if you wish to search for events based on the annual quarters. You will then be prompted to complete the Fiscal Year and the Quarter fields.</td>
</tr>
<tr>
<td>Start Date Range</td>
<td>Select this radio button if you wish to search for events based on a date range. You will then be prompted to use the Calendar icons to select a From and To date.</td>
</tr>
<tr>
<td>Event Category</td>
<td>Select your event categories from the drop-down.</td>
</tr>
<tr>
<td>Event Type</td>
<td>Select the appropriate event types from the drop-down.</td>
</tr>
<tr>
<td>Component</td>
<td>Select the appropriate component from the drop-down.</td>
</tr>
<tr>
<td>Unit or Command</td>
<td>Click the Select Unit/Command button to select a Unit or Command.</td>
</tr>
<tr>
<td>Region</td>
<td>Select a region from the drop-down if the country the event is taking place in is not the USA.</td>
</tr>
<tr>
<td>Country</td>
<td>Select a country from the drop-down. If you select USA, then the Region field will be replaced with a State field where you can select the state the event is taking place in.</td>
</tr>
</tbody>
</table>

3. Click Apply Filters in the filter sidebar once you have selected your criteria.

Events matching your criteria populate in the main section of the Event Management page.
Editing Event Details

You can update the Event Details page at different stages of the event approval process. However, depending on the approval stage, several sections and fields will remain locked for editing.

- To edit the event details of an event Pending Quarterly Validation:
  1. Use the filter sidebar to search for events whose details you wish to edit, as shown on page 5.
  2. Use the Menu icon to click Event Details.

The Event Details page appears.

Notes:

- As BDE/State/Regional PM, you can only update the Event Details for events with the following status: Pending Quarterly Validation, Resourced, Published, Pending AAR and Completed.
- The progress bar at the top of the Event Details page will provide a visual que as to what stage of the event approval process your event is and the upcoming status.
- The Priority field is now a mandatory field when trying to validate an event that is Pending Quarterly Validation. This field can be completed from the Event Details page as well as the Event Listing page.
3. Click **Manage Event** and select **Edit Event** in the drop-down.

The **Event Details** page appears in edit mode.

4. To update the **Event Information** section, click **Event Information** in the left sidebar. You may also use the scroll bar on the right side of the screen to navigate between the sections.
5. Edit/update the *Event Information* section as shown in the table below.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Action/Input</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Title</td>
<td>Enter the name of the event.</td>
</tr>
<tr>
<td>Event Category</td>
<td>Select the appropriate program. This field will be locked.</td>
</tr>
<tr>
<td>Event Type</td>
<td>Select the appropriate event type. This field will be locked.</td>
</tr>
<tr>
<td>Component</td>
<td>Select the component from the drop-down. This field will be locked.</td>
</tr>
<tr>
<td>Unit/Command</td>
<td>Select the unit or command from the drop-down. This field will be locked.</td>
</tr>
<tr>
<td>Start Date</td>
<td>Select the event start date using the calendar tool.</td>
</tr>
<tr>
<td>End Time</td>
<td>Select the event end date using the calendar tool.</td>
</tr>
<tr>
<td>Registration Deadline</td>
<td>Select deadline date using the calendar tool.</td>
</tr>
<tr>
<td>Deployment Cycle</td>
<td>Toggle the switch to Yes or No, as applicable.</td>
</tr>
<tr>
<td>Dress Code</td>
<td>Select event dress code from the drop-down.</td>
</tr>
<tr>
<td>Description</td>
<td>Enter a description of the event (this will be visible to the public on the event registration page).</td>
</tr>
</tbody>
</table>

6. Click *Venue* in the left sidebar to enter/update this section.
7. Enter/update the appropriate information as shown in the table below.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Action/Input</th>
</tr>
</thead>
<tbody>
<tr>
<td>Venue Name</td>
<td>Enter the event venue name.</td>
</tr>
<tr>
<td>Address</td>
<td>Enter the event address.</td>
</tr>
<tr>
<td>City</td>
<td>Enter the event city.</td>
</tr>
<tr>
<td>State</td>
<td>Select the event state from the drop-down.</td>
</tr>
<tr>
<td>Zip Code</td>
<td>Enter the event zip code.</td>
</tr>
<tr>
<td>Country</td>
<td>Select the event country from the drop-down.</td>
</tr>
<tr>
<td>Childcare Provided</td>
<td>Toggle the switch to Yes or No, as applicable.</td>
</tr>
<tr>
<td></td>
<td>If you toggle switch to Yes, you will be prompted to enter the number of</td>
</tr>
<tr>
<td></td>
<td>childcare workers as well.</td>
</tr>
<tr>
<td>Number of Childcare</td>
<td>Enter the number of childcare workers.</td>
</tr>
<tr>
<td>Workers</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
- Once the event has been resourced, the following fields in this section will remain locked: State, Country, and Childcare Provided.
- If the Deployment Cycle toggle switch is set to Yes, events must be conducted no earlier than 60 days prior to deployment and no later than 90 days after redeployment.
- Once the event has been resourced (the event will have a Resourced status), the following fields in this section will be locked: Event Category, Event Type, Component, and Start Date.

8. Click *Point of Contact (POC)* in the left sidebar to edit/update this section.
9. Enter/update the appropriate information as shown in the table below.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Action/Input</th>
</tr>
</thead>
<tbody>
<tr>
<td>POC Title</td>
<td>Select the POC’s rank from the drop-down.</td>
</tr>
<tr>
<td>First Name</td>
<td>Enter the first name of the POC.</td>
</tr>
<tr>
<td>Last Name</td>
<td>Enter the last name of the POC.</td>
</tr>
<tr>
<td>Contact Email</td>
<td>Enter the POC’s email address.</td>
</tr>
<tr>
<td>Phone Number</td>
<td>Enter the POC’s phone number.</td>
</tr>
</tbody>
</table>

10. Click *Curriculum* in the left sidebar to enter information into the *Curriculum* section.

The *Curriculum* section appears in the main window.

Note:
The selection options in the Curriculum section depend on the Event Category. In this example, we selected Couples in the Event Category field.
11. Click *Admin Notes* in the left sidebar to add notes in this section.

12. Enter/update a note pertaining to this Event in the *Admin Notes* section that appears in the main window.

**Note:**
Admin Notes are visible only to logged in users who have permission to view Event Details, such as UMT or other Event Delegates.
13. Click *Projected Budget* in the left sidebar.

The *Budgeting* section appears in the main window.
14. Enter/update the estimated number of participants in the *Estimated Participants* field. Based on the number you enter in this field will automatically populate the *Auto Calculated Projected Budget* field.

**Notes:**

- The maximum estimated number is 30.
- Projected budget is automatically calculated based on the Event Location, Event Category, Event Type, the number of Estimated Participants and if childcare is provided.
- DACH and Component SBPM, the *Projected Budget* section allows you to enter a value in the *Budget Management* field to modify the projected budget. Based on the value entered, the *New Projected Budget* field will be automatically populated.

- DACH or Component SBPM can enter negative values in the *Budget Adjustment* field to lower the Projected Budget. However, the *New Projected Budget* value cannot be negative.
- If the Total Projected Budget has been adjusted by DACH/Component SBPM, it will be marked with a green icon. This will signal to other users that the Total Projected Budget has been modified.
• The Budget Adjustments field is only visible to DACH and Component SBPM.

• Once the event has been resourced, the Estimated Participants field in this section will remain locked.

• DACH can also manually assign contracts and CLINs from the Projected Budget section. To do so, use the Contract and CLIN drop-downs to manually assign new Contracts and CLINs to the event.

• DACH can manually associate an event with CLINs that do not match the event i.e. have a different component etc. However, the manually associated CLIN must match the events in terms of start and end dates.

• For more information on contracts and CLIN management, see the Strong Bonds Managing Event Contracts User Guide.

15. Click the Save icon in the top-right corner of the page to save this event.
Validating an Event from Event Details

BDE/State/Regional PMs can validate (i.e. request resourcing) for events Pending Quarterly Validation from the Event Details page, as well as the Event Management page.

- To request resources from the Event Details page:

  1. On the Event Management page, use the Menu icon to click Event Details for the event you wish to Validate, as explained on page 6.

  2. To make changes to the data featured on the Event Details page, click Manage Event and select Edit Event in the drop-down, as explained on page 7.

  3. Click Manage Event and select Validate in the drop-down.

  4. Click Validate Now in the pop-up message that appears.

Quarterly Validation

Are you sure you want to submit the selected event(s) for resources?

You will be notified by email when your request for resources has been approved or declined. Not Resourced events can be edited and validated again.

The event will now be sent to the DACH (Active Army component) or the Component SBPM (NG & USAR component) and will have a Pending Resources status.
Notes:

- To learn how to approve a resource request, see the Strong Bonds Resourcing Events Quick Start Guide.
- Once submitted for resources, the Event Details page will be in View Only mode again.
- To learn how to request resources from the Request page, see the Strong Bonds Creating Bulk Events User Guides.
- Once an event is Resourced, you will be able to edit the Start Date of an event until it reaches the Pending AAR status. However, the new Start Date must be in the same Quarter as the original Start Date.
- DACH can edit the start date of an event that has a Pending Resources status. However, the new start date must still be in the same fiscal quarter. If the new start date falls in a different fiscal quarter then the event’s status will revert to Pending Quarterly Validation.
- Component SBPM can also modify the start date of an event with a Pending Resources status. However, this only applies to events from their own component.
- The Registration and Attendance remain locked until the event has a Resourced status. For more information, see the Registration and Attendance sections on page 17.
- DACH can rescind Pending Quarterly Validation events to Pending Release by DACH/Compo status. For more information, see the Strong Bonds Creating Bulk Events User Guide.

Publishing a Resourced Event from Event Details

After the event is resourced by DACH or the Component SBPM, an event can be published from the Event Details page or the Requests page.

To publish an event:

1. On the Event Management page, use the Menu icon to click Event Details for the event you wish to Publish, as explained on page 6.

2. To make changes to the data featured on the Event Details page, click Manage Event and select Edit Event in the drop-down, as explained on page 7.

3. Click Manage Event and select Publish Event in the drop-down.
4. Click *Publish Now* in the pop-up message to publish this event.

Registration

Once the event is resourced, the *Registration* section can be used to register new attendees for this event, maintain/update registration statuses, and generate a report on the registration data gathered during the event. To learn more about the registration process, see the Strong Bonds *Managing Registration User Guide.*

Attendance

Once the event is resourced, the *Attendance* section can be used to mark attendance, maintain/update attendance statuses and generate a report on the attendance data gathered during the event. To learn more about the attendance process, see the Strong Bonds *Managing Attendance User Guide.*

Profile Sheet

The *Profile Sheet* section provides a way to view a quick summary of all points of interest pertaining to the event, such as attendee information, transportation requests etc.

**Viewing the Profile Sheet**

- To view the Profile Sheet:
  1. Use the *Menu* icon to click *Event Details*.
  2. On the *Event Details* page, click *Profile Sheet* in the left sidebar.
The **Profile Sheet** page will appear.

3. Click **Event Summary** in the left submenu to view the basic information of the event such as Command, Event Type, and Estimated Budget.

Note that these fields are automatically populated based on the information added during the event creation process and appear in View Only mode. For more information on creating an event, see the Strong Bonds *Creating Bulk Events User Guide*.

**Editing Profile Sheet**

You can also edit the information provided on the **Profile Sheet** page.

- To edit the information in the Profile Sheet:

  1. On the **Profile Sheet** page, click **Manage Event** and select **Edit Event** in the drop-down, as explained on page 7.
2. Click Event Planner Info to access the Event Planner Info section.

![Event Planner Info]

The Event Planner Info section can only be edited if your User Role is Logistics Contractor. For all other User Roles, these fields will appear in view-only mode.

![Event Planner Info Section]

**Note:**
If a Logistics Contractor is listed as the Event Planner, then an email notification is sent to him or her containing a list of events that have been Resourced and for which he or she has been assigned as the Event Planner.

3. Click POC Info in the left submenu to access information for the Point of Contact.

![POC Info]

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4. The **POC Info** section is automatically populated based on the information entered in the **Point of Contact (POC)** section on the **Event Details** page, as shown on page 9.

5. Complete the UMT Position, POC Title/Rank, First Name, Last Name, Contact Email, Office Phone Number, Cell Phone Number and the Preferred Method of Contact fields by typing in or using the drop-downs.

![POC Info](image1)

6. Click the **Add Alternative POC** link to add one alternative point of contact.

![Add Alternative POC](image2)

7. Add information for the POC as shown in step 4.

![Alternative POC](image3)

8. You can also click X next to remove the Alternative POC.

![Alternative POC](image4)
9. Click Attendee Info in the left submenu.

10. In the Attendee Info section, use the arrow buttons to enter values in the No. of Chaplain Staff, No. of Soldiers, No. of Spouses (incl. Staff) and No. of Children (incl. Staff) fields.

**Note:**
In the No. of Soldiers field, the value you enter must match the value entered in the Estimated Participants field of the Projected Budget section on the Event Details page. If the value entered is more than or less than the value entered in the Estimated Participants field, then a Warning icon will appear.
11. Click *Location & Venue* in the left submenu.

![Profile Sheet]

12. In the *Training Location & Venue* section, click the *Choose a time zone* field to access the drop-down. Select a time zone for the event from the drop-down.

![Choose a time zone]

13. In the *Preferred Training Event Location* section, the fields are automatically populated based on the information added to the data entered in the *Venue* section of the *Event Details* page. For more information on entering data in the *Venue* section, see page 8.

![Preferred Training Event Location]
14. You may add up to two more Training Event Locations in this section. To do so, click the *Add Training Event Location* link.

15. Select the City, State, and Country from the drop-downs.

16. To remove the added Training Event Locations, click X beside the *Country* field.

17. In the *Preferred Venue* section, the Venue Name, Address, City, State, Zip Code and Country fields are automatically populated based on the information added to the data entered in the *Venue* section of the *Event Details* page. For more information on entering data in the *Venue* section, see page 8.
18. You may add up to two more Venues in this section. To do so, click the Add Venue link.

19. Complete the Venue Name, Address, City, State, Zip code and Country fields by typing or using the drop-downs.

20. Click X to remove the Venue.
21. In the Meeting Space Requests section, use the arrow keys or type in the values in the No. of Meeting Rooms, Room Starts, Room Ends, Child Room Starts and Child Room Ends fields.

<table>
<thead>
<tr>
<th>Meeting Space Requests</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>No. of Meeting Rooms</strong></td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td><strong>Room Starts</strong></td>
</tr>
<tr>
<td>1 : 00 PM</td>
</tr>
<tr>
<td><strong>Room Ends</strong></td>
</tr>
<tr>
<td>4 : 00 PM</td>
</tr>
<tr>
<td><strong>Child Room Starts</strong></td>
</tr>
<tr>
<td>1 : 00 PM</td>
</tr>
<tr>
<td><strong>Child Room Ends</strong></td>
</tr>
<tr>
<td>4 : 00 PM</td>
</tr>
</tbody>
</table>

**Notes:**
- If you have your event spans more than one day, then this section will contain a breakdown of the Meeting Space Requests by day.

<table>
<thead>
<tr>
<th>Meeting Space Requests</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Day 1</strong></td>
</tr>
<tr>
<td><strong>07/31/2017</strong></td>
</tr>
<tr>
<td><strong>No. of Meeting Rooms</strong></td>
</tr>
<tr>
<td><strong>Room Starts</strong></td>
</tr>
<tr>
<td><strong>Room Ends</strong></td>
</tr>
<tr>
<td><strong>Child Room Starts</strong></td>
</tr>
<tr>
<td><strong>Child Room Ends</strong></td>
</tr>
<tr>
<td><strong>Day 2</strong></td>
</tr>
<tr>
<td><strong>08/01/2017</strong></td>
</tr>
<tr>
<td><strong>No. of Meeting Rooms</strong></td>
</tr>
<tr>
<td><strong>Room Starts</strong></td>
</tr>
<tr>
<td><strong>Room Ends</strong></td>
</tr>
<tr>
<td><strong>Child Room Starts</strong></td>
</tr>
<tr>
<td><strong>Child Room Ends</strong></td>
</tr>
</tbody>
</table>

- You can check the *We will require the same requests every day* if you require the same requests every day.

22. The Childcare Provided is automatically populated based on the information entered when creating the event and is locked. For more information on creating an event, see the Strong Bonds Creating Bulk Events User Guide.
23. Click *Miscellaneous* in the left submenu.

24. In the *Food & Beverage Requests* section, use the arrow buttons to complete the *Meal Times* fields for Breakfast, Lunch, and Dinner.

25. Select the *Child w/parents? Checkbox* if there are going to be children accompanied by their parents in any of these Meal Times. Otherwise, clear the checkbox.

26. Click the *Food & Beverage Requests Notes* field if you wish to add any notes.
27. In the *Sleeping Room Requests* section, enter the appropriate values in the *No. of Double Rooms* and *No. of King Rooms* fields.

![Sleeping Room Requests](image1)

28. Click the *Sleeping Room Requests Notes* field if you wish to add any notes.

![Sleeping Room Requests Notes](image2)

29. Select the appropriate checkboxes in the *Audio/Visual Requests* section to request particular items for the event.

![Audio/Visual Requests](image3)

30. Click the *Audio/Visual Requests Notes* field if you wish to add any notes.

![Audio/Visual Requests Notes](image4)

**Note:**

Only Charlie event types contain the *Sleeping Room Request* section on the *Profile Sheet* page.

31. Toggle the following switch to Yes button if applicable.

![Transportation Requests](image5)
32. If the switch is toggled to Yes, the Pick Up Time, Return Time, Address, City, State, Zip Code, Country and Quantity fields appear below that can be completed.

![Pick Up Address from Base](image)

**Notes:**
- The *Curriculum Offered* field is automatically populated based on the data entered in the *Curriculum* section of the *Event Details* page.
- This field appears in View Only mode.

33. Complete the First Name, Last Name, POC Title/Rank, Date Certified and Certified Location fields in the *POC Certified to Teach Curriculum* section.

![POC Certified to Teach Curriculum](image)

34. Complete all the fields in the *Mailing Address for Shipping Curriculum* section.

![Mailing Address for Shipping Curriculum](image)
35. If a site visit is requested after contract, toggle the following switch to Yes. Otherwise, toggle the switch to No.

36. Click Notes in the left submenu.

37. Add any relevant notes in the Additional Notes section.

**Survey Report**

Strong Bonds allows you to generate a survey report comprised of Pre-event, Post-event survey, Post 6-month Survey, and Post 12-month Survey questions. To learn more about generating Event Reports, see the Strong Bonds *Survey Reports Quick Start Guide*.

**Event Delegation**

All users with access to the Event Delegation page can assign permissions to another user(s) to manage the event. This can be done during all statuses of the event, from Pending Approval by SBPM to Completed. While the Event Creator cannot be changed, the role of an Event Owner can be assigned to different users. To assign permissions, new users must first be added to the Event Delegation page.

**Adding New Users**

- To add new users to your event:
1. Click *Event Delegation* in the left sidebar of the *Event Details* page.

The *Event Delegation* page appears.

2. Click the *Add Users* button to assign new users to this event.
3. The Add Users to Event window appears.

Use the following table to search for the appropriate user(s):

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Action/Input</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search by Name or Email</td>
<td>Enter the name or email of the user.</td>
</tr>
<tr>
<td>Component</td>
<td>Select the checkbox(es) next to the component(s).</td>
</tr>
<tr>
<td>Unit/Command</td>
<td>Select the unit/command from the drop-down.</td>
</tr>
<tr>
<td>State</td>
<td>Select the checkbox(es) next to the state(s).</td>
</tr>
<tr>
<td>Country</td>
<td>Select the country from the drop-down.</td>
</tr>
<tr>
<td>User Role</td>
<td>Select the checkbox(es) next to the user’s role(s).</td>
</tr>
</tbody>
</table>

4. Click the Search link once you have selected your criteria.
5. Select the checkbox(es) next to the user(s) you wish to assign to this event, then click the *Add Users* link.

The *Event Delegation* page will be updated with the user(s) you have selected.

**Notes:**
- Newly assigned users will have the same privileges as the Event Creator.
- Newly assigned users, however, will not be able to assign a new Event Owner nor will they be able to delete the Event Owner, the Event Creator, or themselves.
- If the user’s role permissions are greater than the Event Creator’s event level permissions, then the user’s permissions will override the Event Creator.
- To remove a user from the *Event Delegation* page, use the *Menu* icon to click *Remove User*.

- An email is sent out to Event Delegates containing a list of events for which new attendees have registered. The list only contains those events for which they have been assigned as delegates. Such an email will also be sent out if an attendee’s registration status has been modified.
Assigning an Event Owner

To assign a new event owner:

1. On the Event Delegation page, locate a user you wish to assign as the new event owner, then click the Make Owner link.

2. Click Make Owner in the confirmation pop-up message.

The Event Delegation page will now be updated with a new Event Owner.
Notes:

- An event can only have one Event Owner at any time.
- Only the current Event Owner, Event Creator, and DACH can assign a new Event Owner.
- Users cannot remove Event Owner, Event Creator or their own delegation.
- Logistics Contractors cannot be assigned as an Event Owner.

After Action Report

Once an event has taken place, the AAR link will appear in the left sidebar, allowing you to generate an After Action Report. To learn more about submitting the After Action Report, see the Strong Bonds Submitting After Action Report User Guide.

Unpublish Events

Published events can be unpublished against the Event Details page.

To unpublish a published event:

1. On the Event Management page, use the Menu icon to click Event Details for the event you wish to Unpublish, as explained on page 6.

2. To make changes to the data featured on the Event Details page, click Manage Event and select Edit Event in the drop-down, as explained on page 7.

3. Click Manage Event and select Unpublish Event in the drop-down.

4. Click Unpublish Event in the pop-up message that appears.
Notes:

- DACH users can also cancel an event from the Event Details page. This can be done by clicking Manage Event and selecting Cancel Event in the drop-down.

- Events can only be canceled if the Receipt of Services has not yet been submitted. For more information on Receipt of Services, see the Strong Bonds Submitting AAR User Guide.

- Canceled events can be re-submitted but if re-submitted, the event approval process will restart at the Pending Approval by SBPM status.

- DACH users can also delete an event from the Event Details page. This can be done by clicking Manage Event and selecting Delete Event in the drop-down.

- Events can only be deleted if the Receipt of Services has not yet been submitted.

- The Event Details page also features the URL to the Public Registration Page. This URL can be shared with users and Event Delegates.
Next Steps

Congratulations! You have completed the Strong Bonds *Managing Event Details User Guide*. For more information on Strong Bonds, please visit the Strong Bonds Learning Center.

Contact Us

Your feedback is important to us. If you have any questions or comments related to this guide, please contact the Strong Bonds Helpdesk available at [sb-feedback@jointservicessupport.org](mailto:sb-feedback@jointservicessupport.org).
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