Unite Education Program v6.4
Job Aid: 5335

Set the Publish Status for an Active Event

Each active event record has a publish status to help track progress and coordinate with other Unite users. The default publish status is **Draft**. Once you start adding details, you can set the publish status to **In progress**. When all event details are in place, you can set the publish status to **Ready to go live** until you are ready to publish the event. Once you publish an event, the publish status automatically updates to **Live**. You can edit the event record while the publish status is **Live**, and your changes take effect immediately. If you need to cancel an event, you can set the publish status to **Cancelled**.

To set the publish status

1. Open a browser and log on to Unite.

2. On the main menu, click EVENTS.

3. On the navigation pane, click .

4. In the **Event name** column, click the name of the event.

Note

   You may need to sort, filter, or search to find the record you want to open.
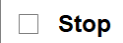
5. Next to **Active**, click .

6. In the **Publication status** list box, select the publication status for the event record.

Note

   With the exception of **Live**, the publication status for an event record is for information purposes only.

Note

If you want to publish an event, click [⊘ **Go live**] on the command bar.

If you want to unpublish an event, click [☐ **Stop**] on the command bar, or change the publication status to anything but **Live**.

7. On the command bar, click [💾 **Save**] .

8. On the command bar, click [←] to close the record.