

Unite Education Program v9.0

Job Aid: 5752

## Update Migrated Event Records

Once you complete the transition to Unite, there are a few tasks you need to complete to start working with migrated event records. When event records are migrated from ACES<sup>2</sup> to Unite, they are not published and do not have event start and end dates and times. Also, there are no recurring events. The following table provides a reference to job aids that are available to help with step-by-step instructions for updating migrated event records.

Action	Information Resource
If you have an event that you are planning at the time of migration, you need to publish the migrated event record so that you can continue to manage details and people can continue or start to register.	Refer to 5335 - <i>Set the Publish Status for an Active Event</i>
It is important to add start and end dates and times to each migrated event record. These are required fields in Unite.	Refer to 5576 - <i>Edit Event Details</i>
If you have an event that occurs regularly, consider adding a recurring event. When you add a recurring event, Unite generates identical records for each occurrence of the event. The records for each event occurrence are linked to the main event record, which does not have a start or end date.	Refer to 5455 - <i>Add a Recurring Event to Unite</i>

### Related resources

- 5243 - Deactivate an Event
- 5246 - Register a Person for an Event
- 5247 - See Who is Registered to Attend an Event