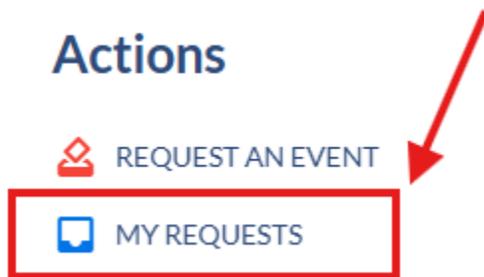# How to Edit a Request in CourseDog
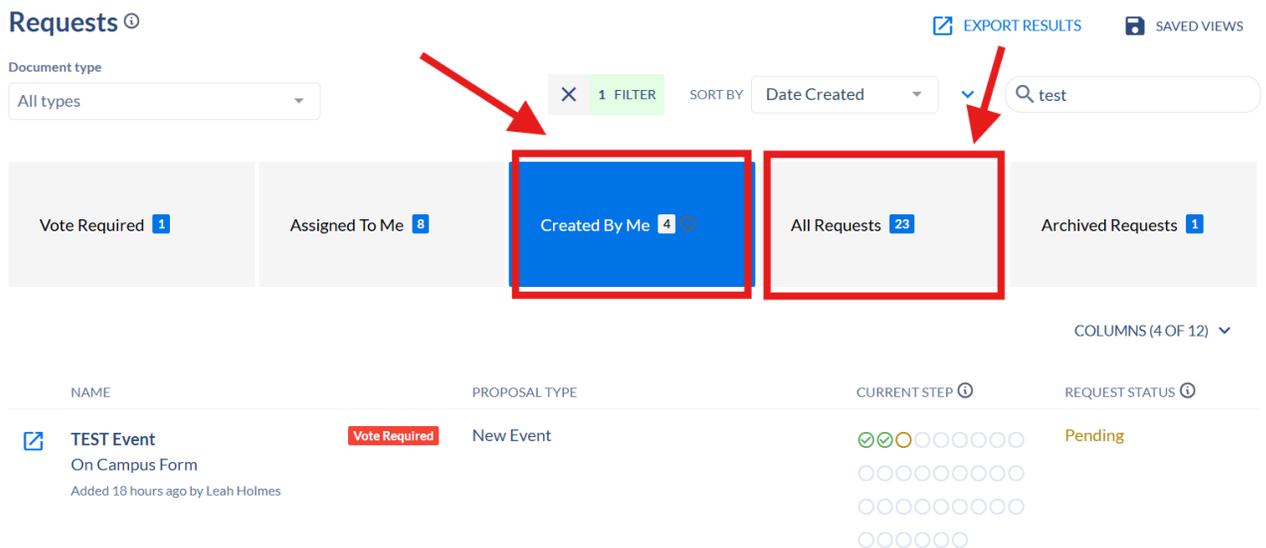
1. **Start from the Home Page**
   Click the **blue "My Requests"** button on the right side of the homepage.
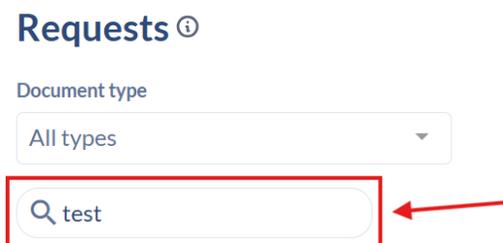

2. **Find Your Event**
   o   Use the **"All Requests"** or **"Created by Me"** tab to narrow your search.

   o   You can also use the **"Search for Requests"** box to search by event name.
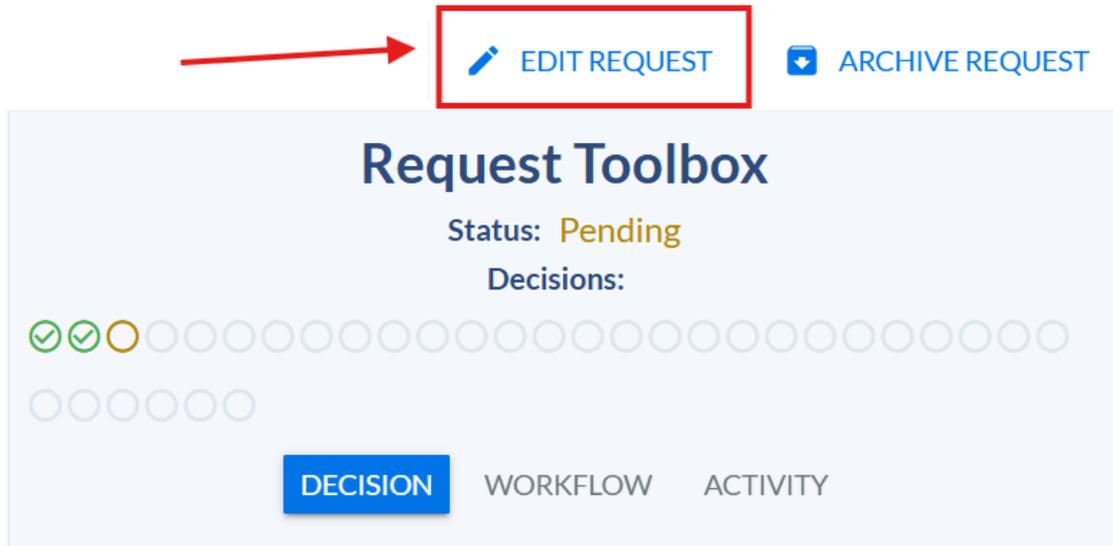

3. **Open Your Request**
   Once you find your event, click on it to open the request details page.

NAME	PROPOSAL TYPE	CURRENT STEP ⓘ	REQUEST STATUS ⓘ
◰ **TEST Event** On Campus Form Added 4 minutes ago by Leah Holmes	New Event	⊘⊘○○○○○○○○ ○○○○○○○○○○ ○○○○○○○○○○ ○○○○○○	Pending

4. **Edit the Request**
   In the top right corner of the page, click the **"Edit Request"** button.
   From there, you'll be able to make changes to your event details.
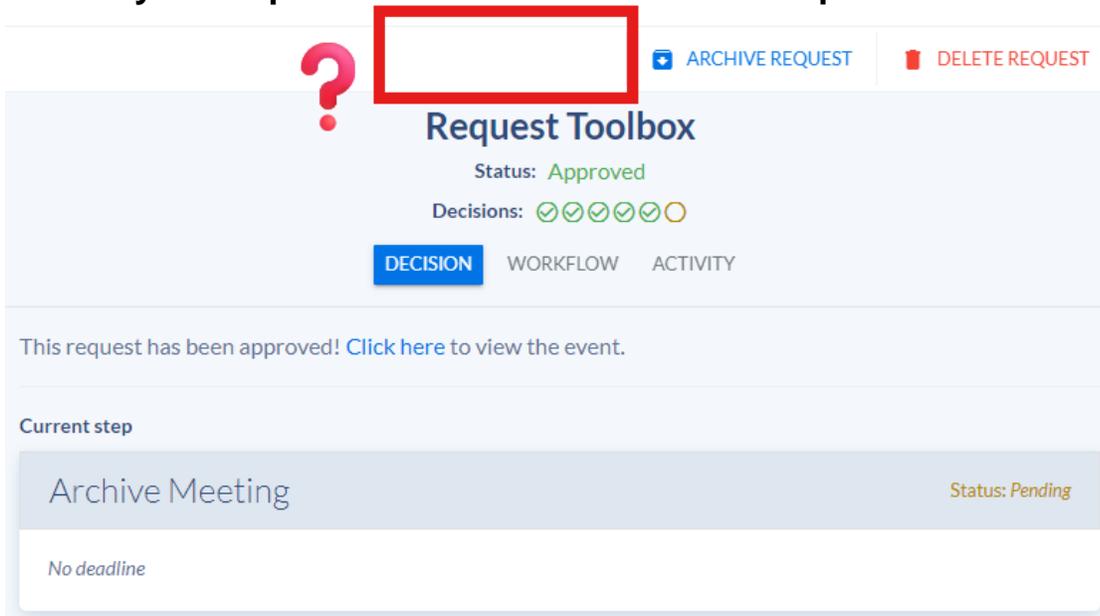
✏ EDIT REQUEST   ⊞ ARCHIVE REQUEST

Request Toolbox

Status: **Pending**

Decisions:

⊘⊘○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○
○○○○○○

[DECISION] WORKFLOW ACTIVITY

What if your request does *not* have an "Edit Request" button?

❓   ⊞ ARCHIVE REQUEST   🗑 DELETE REQUEST

Request Toolbox
Status: **Approved**
Decisions: ⊘⊘⊘⊘⊘○

[DECISION] WORKFLOW ACTIVITY

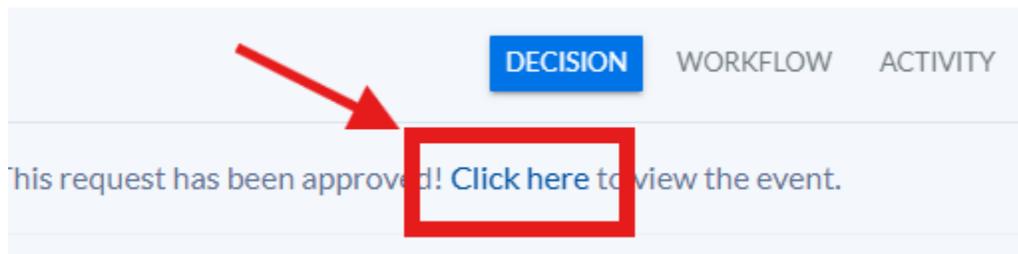This request has been approved! Click here to view the event.

Current step

Archive Meeting	Status: *Pending*
No deadline	

Follow these steps instead:
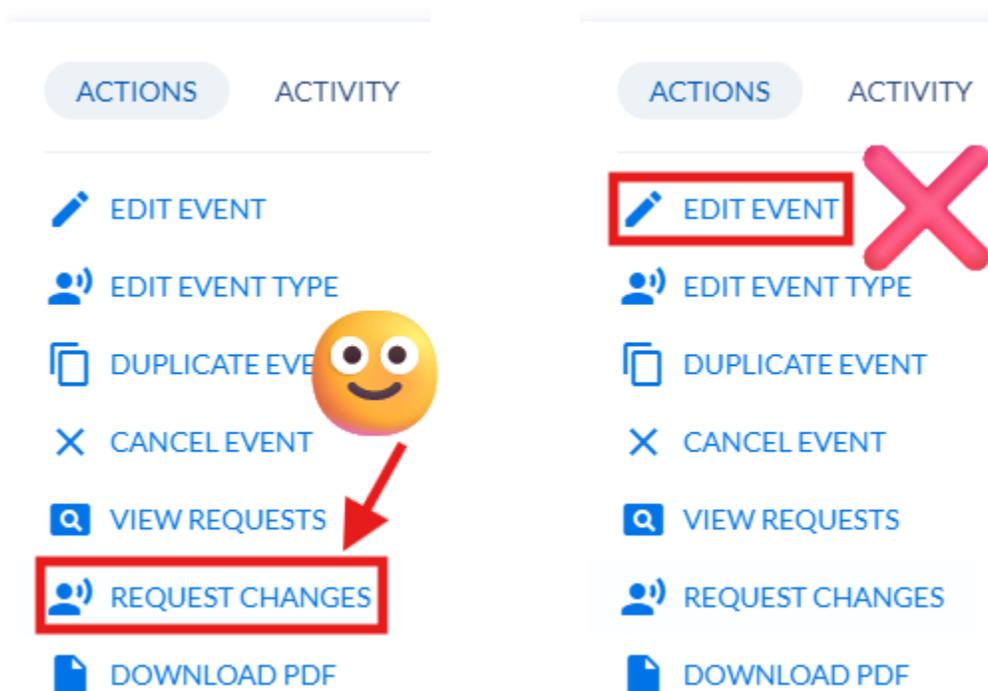
1. Click on the "Click here" link

This will take you to an alternate page for managing your request.

2. Select the "Request Changes" option

Important: *Do NOT select "Edit Event."*
Using "Edit Event" will **not** notify anyone that changes were made.

3. Submit your updated request

After making your edits, submit your request.
The appropriate reviewers and partners will be notified of your updates.