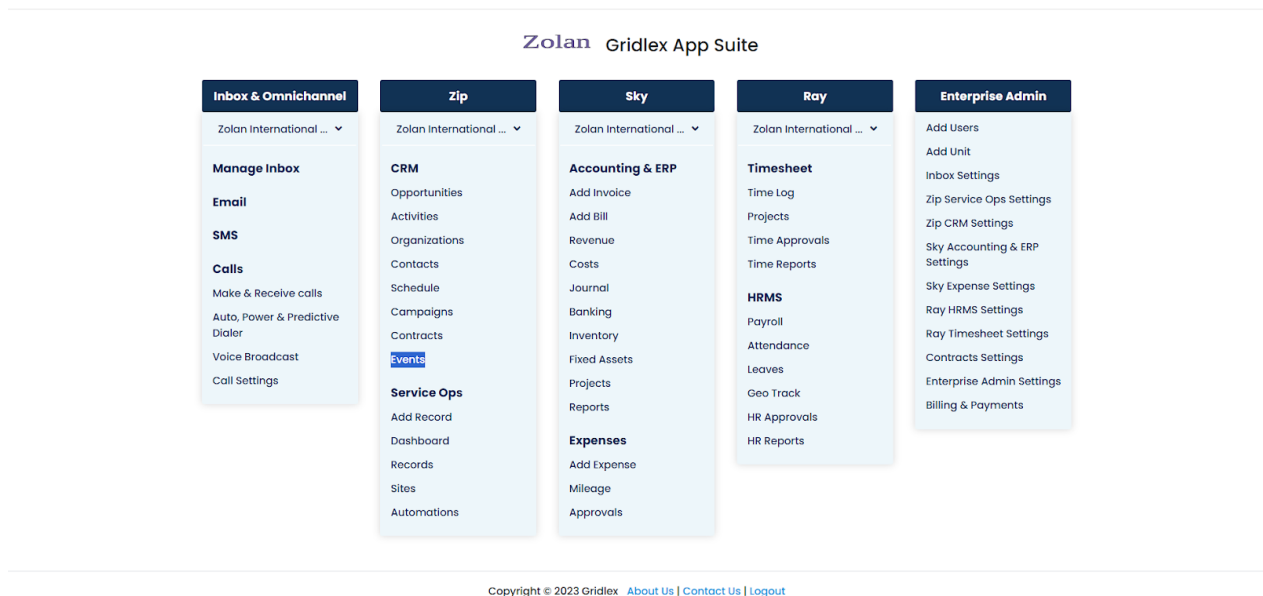Welcome to our comprehensive guide on editing an Event in Gridlex Zip.

Whether you're organizing meetings, webinars, or other gatherings, Gridlex Zip is designed to make your event management smoother and more systematic. By the end of this tutorial, you'll be well-equipped to edit, manage, and record event data seamlessly.

This tutorial will walk you through editing an event in Gridlex Zip.

Step 1: Log in to the Gridlex App Suite and click 'Events' under the Zip section.

Step 2: Click on the Event which you want to edit.

Step 3: If you wish to edit the Event template, click on the event template name and you'll be taken to the template's page.

Step 4: Make the desired changes and click "Submit."

Step 5: To make edits to Event Information, Even Venue/Location, Event Links or any other fields, Go back to the "Event Details" section, make the changes and click "Save."

Congratulations! You have now learned how to Edit an Event in Gridlex Zip.

If you need any help with any feature, data migration of your old data, or anything at all, just email apps@gridlex.com and our team will be here to help you. Remember, that one of **Gridlex's** core values is Customer Success. We want you to be successful.