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Save the event and use its dashboard

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Save your event plan and find everything about it on its event dashboard.

Save

1. Select **Save**. You'll see **Event saved**, and the event dashboard opens.
2. Or select **Save & open flyer builder** in the **Next step** card to go straight to the flyer.

The event dashboard

- **Buttons**: **Edit plan**, **Flyer builder**, **Checklist** and **Delete**.
- **Cards**: **COUNTDOWN** (days to go), **CHECKLIST** (how much is done), **OPEN TASKS** and **CALENDAR** ("Synced" and "On team calendar").
- **Event info**: everything you entered. Blanks say "Not set."
- **Flyer**: a preview with **Download PDF**, **Edit flyer**, the **PUBLIC LINK** and **Copy embed code**.
- **Next up**: the next checklist tasks. Select **See all** for the whole list.

To change details, select **Edit plan**, make your changes and select **Save**.

Where the event shows up

- **Event Manager list**: a card with **Open dashboard**, **Edit plan** and **Flyer builder**.
- **Calendar**: on its date, in the tournament color. Click it to open the event dashboard.
- **Dashboard**: in the Calendar card once it's one of your next few events. A dual tournament also counts on the **Season Schedule** card.

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