Edit a workshop

Once a workshop is created in the WeSolve platform, it may become necessary to update or modify certain aspects of the workshop to reflect changes in strategy, feedback, or objectives. The **Edit a Workshop** feature is designed to provide administrators with the flexibility to make these changes efficiently while maintaining the integrity of the workshop's core components.

Accessing the Edit Page

To edit an existing workshop:

1. Navigate to the `Workshops` section from the left-side menu.
2. Choose the workshop you wish to edit from the list of available workshops.
3. Click on the 'Edit' option, usually represented by a pencil icon, next to the workshop's title or within the workshop's detailed view.

Editable Options

While in the 'Edit a Workshop' mode, you can modify a wide range of settings and content, similar to the options available during the initial creation of the workshop:

Content Modification:

- Title: Update the title of the workshop to better align with its current focus or strategy.
- Description: Revise the workshop's description to reflect any changes or to add additional clarity and detail.
- Objective: Reassess and edit the workshop's objectives to ensure they are relevant, achievable, and aligned with current goals.
- Target Users: Adjust the defined primary audience or participants of the workshop as needed.
- Notes: Add or modify any notes or instructions that are relevant to the workshop's execution or context.
- Publishing Date: Change the date when the workshop content becomes publicly visible if the timeline has been adjusted.
- Visibility Settings: Update the visibility to 'Public' or 'Registered Users' based on the evolving needs or strategy of the workshop.
- Start and end date: Modify the start and end dates to align with the workshop's current schedule or timeline.
- Category: Reassign the workshop's category if the focus or theme of the workshop has shifted.

- Groups: Alter the groups to whom the workshop is exclusively visible, ensuring it reaches the intended audience.
- Cover Image: Replace or update the cover image to refresh the workshop's visual appeal or to reflect the workshop's current theme.

Non-Editable Option

- Language: The language of the workshop, as set during the initial creation, remains constant and cannot be altered. This ensures consistency in communication and content delivery throughout the workshop's lifecycle.

Saving Changes

After making the necessary edits, lick on 'Save' to update the workshop with the new settings and content. This action will immediately reflect the changes in the workshop's presentation and accessibility based on the modified parameters. Ensure that all modifications are thoroughly reviewed and align with your workshop's goals and strategy before saving.

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