Managing Past Events

**Step 1:** From the 'Post & Manage' section of the Moderator Control Panel, select 'Manage' Events:

**Step 2:** From the Past Events section, choose the event you want to manage:
Step 3: From this menu, you can take attendance (for events using the RSVP or ‘Tickets’ registration systems), message attendees, and export attendee lists for future communication: