



CHANGE THE UPCOMING EVENTS LINKS

- Two events can display on the right side of the SpecPro website below the Upcoming Events heading. The events will carry through the entire website.

To remove an event from the right under the Upcoming Events heading:

1. Click the **+** to expand the **specpro** folder
2. Click on the **universityevents** directory name.
3. Place a check in front of the item to be removed and click .
4. Delete all data entered in the homepagePriority and subsection fields.
5. Click OK.

To set an event to appear on the right under the Upcoming Events heading:

1. Click the **+** to expand the **specpro** folder
2. Click on the **universityevents** directory name.
3. Place a check in front of the item to be added and click .
4. Enter a 1 or 2 in the homepagePriority field.
5. Type rightNav in the section field.
6. Click OK.