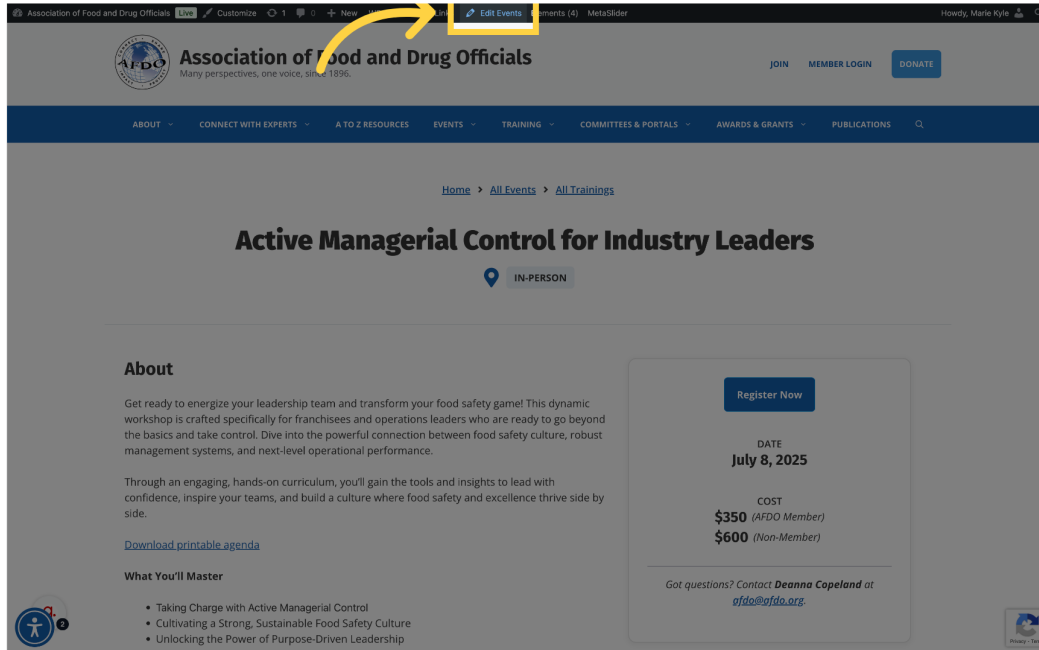


# HOW TO: Edit an event from afdo.org

## 01 Navigate to "Edit Events" link on the live event page

From the live event page, click on the "EDIT EVENT" link in the admin bar.



## 02 View the event page editor

You'll then be taken to the event page editor. Review the page and make any necessary edits.

The screenshot displays the WordPress event page editor. The top navigation bar includes links for WP Engine, Dashboard, Committees, Conference Sessions, and Events & Trainings. The main content area features the title "Active Managerial Control for Industry Leaders" and a prompt to "Type / to choose a block". The right sidebar shows event details: "Active Managerial Control for Industry Leaders", a thumbnail image, a "Published" status, a publish date of "June 5 9:00 pm", and a slug of "active-managerial-control-for-industry-leaders". The bottom section, "Event Details", contains four tabs: "Event Type" (with options for Committee Meeting, Conference, Training, and Webinar), "Page Template" (with options for Blank Template, Event Template, and On-Demand Template), "Format" (with options for In-Person and Agriculture), and "Series" (with options for Annual Training Series and other series).

### 03 Click "Save"

Once you've made any necessary changes, in the sidebar panel, click on the "SAVE" button.

The screenshot shows the WordPress dashboard for the 'Association of Food and Drug Officials'. The main content area displays the 'Active Managerial Control for Industry Leaders' event page. The sidebar panel on the right contains the 'SAVE' button, which is highlighted with a yellow box and a yellow arrow. The sidebar also shows the event title, a thumbnail image, the status 'Published', the publish date 'June 5 9:00 pm', the slug 'active-managerial-control-for-industry-leaders', and the author 'Marie Kyle'. Below this is a 'Move to trash' button and a list of active elements.

Association of Food and Drug Officials | Live | 1 | + New | WP Engine Quick Links | View Events | Duplicate Event | Elements | MetaSlider | Timothy Marie Kyle

WP Engine | Dashboard | Committees | Conference Sessions | Events & Trainings | All Events | Add New Event | Event Formats | Event Keywords | Event Series | Event Types | Forms | Media | Pages | Plugins | Posts | Presentations | Resources | Settings | Team Bios | Trainers | Trainings | Tools | Users | WooCommerce

Active Managerial Control for Industry Leaders | Event | XK

What You'll Master

- Taking Charge with Active Managerial Control
- Cultivating a Strong, Sustainable Food Safety Culture
- Unlocking the Power of Purpose-Driven Leadership
- Designing and Driving an Effective Food Safety Management System
- Inspiring Teamwide Commitment and Accountability

Location

(Describe location details including venue address, room block, and hotel details)

(407) 856-0100

SpringHill Suites Orlando Airport  
5828 Hazeltine National Drive,  
Orlando, Florida 32812  
(407) 816-5533

Wingate by Wyndham Orlando International Airport  
5750 Hazeltine National Drive,  
Orlando, Florida 32812  
(407) 826-5258

Who Should Attend

(Describe who should participate)

Food safety industry leaders such as operations leaders, franchisees, and food safety managers.

Travel

Event

Event | Block | X

Active Managerial Control for Industry Leaders

Last edited a minute ago.

Status | Published

Publish | June 5 9:00 pm

Slug | active-managerial-control-for-industry-leaders

Author | Marie Kyle

Move to trash

Active Elements | Event Formats | Event Keywords | Event Page Templates | Event Series | Event Types | Layout

## 04 Verify changes

Now that your changes have been saved, you can click on the SLUG link to verify your changes.

The screenshot displays the WP Engine dashboard for the 'Association of Food and Drug Officials' website. The left sidebar contains navigation links for WP Engine, Dashboard, Committees, Conference Sessions, and Events & Trainings. The main content area shows the 'Active Managerial Control for Industry Leaders' event page. The page includes a 'What You'll Master' section with a list of topics, a 'Location' section with two options (Springhill Suites Orlando Airport and Wingate by Wyndham Orlando International Airport), and a 'Who Should Attend' section. The right sidebar shows the event's status as 'Published', the publish date as 'June 5 9:00 pm', the slug as 'active-managerial-control-for-industry-leaders', and the author as 'Marie Kyle'. A 'Move to trash' button is visible below the author information. The bottom of the dashboard shows a 'View Events' button and a 'Event' tab.

Association of Food and Drug Officials | Live | WP Engine Quick Links | View Events | Duplicate Event | Elements | MetaSlider | Howdy, Marie Kyle

WP Engine | Dashboard | Committees | Conference Sessions | **Events & Trainings**

**All Events**  
Add New Event  
Event Formats  
Event Keywords  
Event Series  
Event Types

**Forms**  
**Media**  
**Pages**  
**Plugins** |  
**Posts**  
**Presentations**  
**Resources**  
**Settings**  
**Team Bios**  
**Trainers**  
**Trainings**  
**Tools**  
**Users**  
**WooCommerce**

Active Managerial Control for Industry Leaders | Event | XK | Save

**What You'll Master**

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**Location**  
(Describe location details including venue address, room block, and hotel details)

**Springhill Suites Orlando Airport**  
5828 Hazeltine National Drive,  
Orlando, Florida 32812  
(407) 856-0100

**Wingate by Wyndham Orlando International Airport**  
5750 Hazeltine National Drive,  
Orlando, Florida 32812  
(407) 826-5258

**Who Should Attend**  
(Describe who should participate)

Food safety industry leaders such as operations leaders, franchisees, and food safety managers.

**Status** Published  
**Publish** June 5 9:00 pm  
**Slug** active-managerial-control-for-industry-leaders  
**Author** Marie Kyle  
[Move to trash](#)

**Active Elements**  
**Event Formats**  
**Event Keywords**  
**Event Page Templates**  
**Event Series**  
**Event Types**  
**Layout**

Updated. | View Events | Event

05

In the popup, click the permalink to view the live page.

The screenshot shows the WordPress dashboard for the 'Association of Food and Drug Officials'. The main content area displays the 'Active Managerial Control for Industry Leaders' event page. The page includes a 'What You'll Master' section with a list of topics, a 'Location' section with two options (Springhill Suites Orlando Airport and Wingate by Wyndham Orlando International Airport), and a 'Who Should Attend' section. A 'Slug' popup is open, showing the 'Permalink' field with the URL 'https://www.afdo.org/event/active-managerial-control-for-industry-leaders/'. A yellow arrow points from the 'Permalink' field to the 'View Events' button in the bottom left corner.

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**Location**  
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(407) 856-0100

**Wingate by Wyndham Orlando International Airport**  
5750 Hazeltine National Drive,  
Orlando, Florida 32812  
(407) 826-5258

**Who Should Attend**  
(Describe who should participate)

Food safety industry leaders such as operations leaders, franchisees, and food safety managers.

**Slug**

Customize the last part of the Permalink.  
[Learn more.](#)

Permalink:  
<https://www.afdo.org/event/active-managerial-control-for-industry-leaders/>

**View Events**

## 06 Click here

That's it! ...Now you're ready to edit any event on the AFDO site with ease!

Association of Food and Drug Officials **Live** Customize 1 New WP Engine Quick Links Edit Events Elements (4) MetaSlider Howdy, Marie Kyle

### About

Get ready to energize your leadership team and transform your food safety game! This dynamic workshop is crafted specifically for franchisees and operations leaders who are ready to go beyond the basics and take control. Dive into the powerful connection between food safety culture, robust management systems, and next-level operational performance.

Through an engaging, hands-on curriculum, you'll gain the tools and insights to lead with confidence, inspire your teams, and build a culture where food safety and excellence thrive side by side.

[Download printable agenda](#)

### What You'll Master

- Taking Charge with Active Managerial Control
- Cultivating a Strong, Sustainable Food Safety Culture
- Unlocking the Power of Purpose-Driven Leadership
- Designing and Driving an Effective Food Safety Management System
- Inspiring Teamwide Commitment and Accountability

### Who Should Attend

Food safety industry leaders such as operations leaders, franchisees, and food safety managers.

### Location

Publix Orlando Distribution Center  
7350 Hazeltine National Drive  
Orlando, Florida 32822


**There is no room block for this training. Participants can book room reservations at a nearby hotel**

[Register Now](#)

DATE  
**July 8, 2025**

COST  
**\$350** (AFDO Member)  
**\$600** (Non-Member)

Got questions? Contact **Deanna Copeland** at [afdo@afdo.org](mailto:afdo@afdo.org).



Back to Top

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