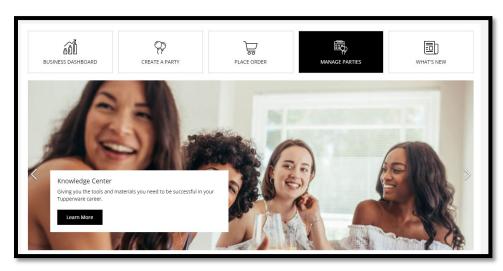# Manage Parties

1. From the home screen or from the left navigation under **Sales**, click on **Manage Parties**.

On the **View Parties** screen, you will see a list of parties that are active or completed.

2. For active parties, click on the pencil on the right side to view or edit party details.

   On the **Party Details** screen, you may edit host information, enable the party to be seen on your website, edit information, or cancel the party/event.