Schedule update to existing page

Can I schedule an update to an existing webpage?

- Yes, it’s called a **Revision**
- Find the page you want to update and click **Revision** (not **Edit**)
- When page opens, click the **Publish link** on the upper right
- Add date and time, and close
- Now edit the page and click purple **Save draft** button when done
- You can edit more or even come back later if needed
- When finished, click **Save draft** again and then the purple **Approve** button (do not need to **Submit** for approval)
- When you leave the page, you can see the status of your update in the **Revisions** tab on the left
- If any further updating is needed to the page before it publishes, open that page in **Revisions**

Revision #3
Created 2025-06-06 13:39:39 UTC by Patrick Obrecht
Updated 2025-06-06 16:03:40 UTC by Patrick Obrecht