

How to View Event Details

Xello Communities

Support Documentation | August 2025



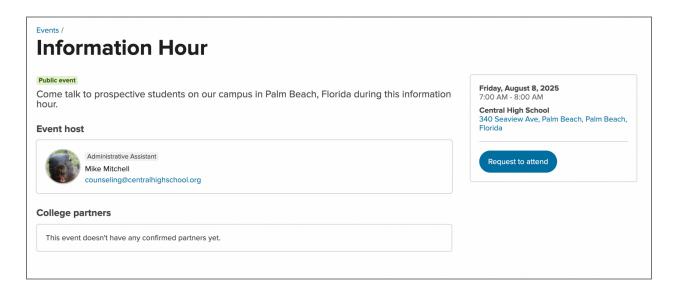


Administrators can see event details by clicking on the individual event cards in the Discover Events section of the Dashboard or Events page.

On the events details page, administrators can see the event:

- Host
- Date
- Time
- Location

Administrators can also see any other colleges confirmed for the event, and the number of registered students.



Administrators can also withdraw attendance from an event by clicking "Withdraw attendance" under the event details.

