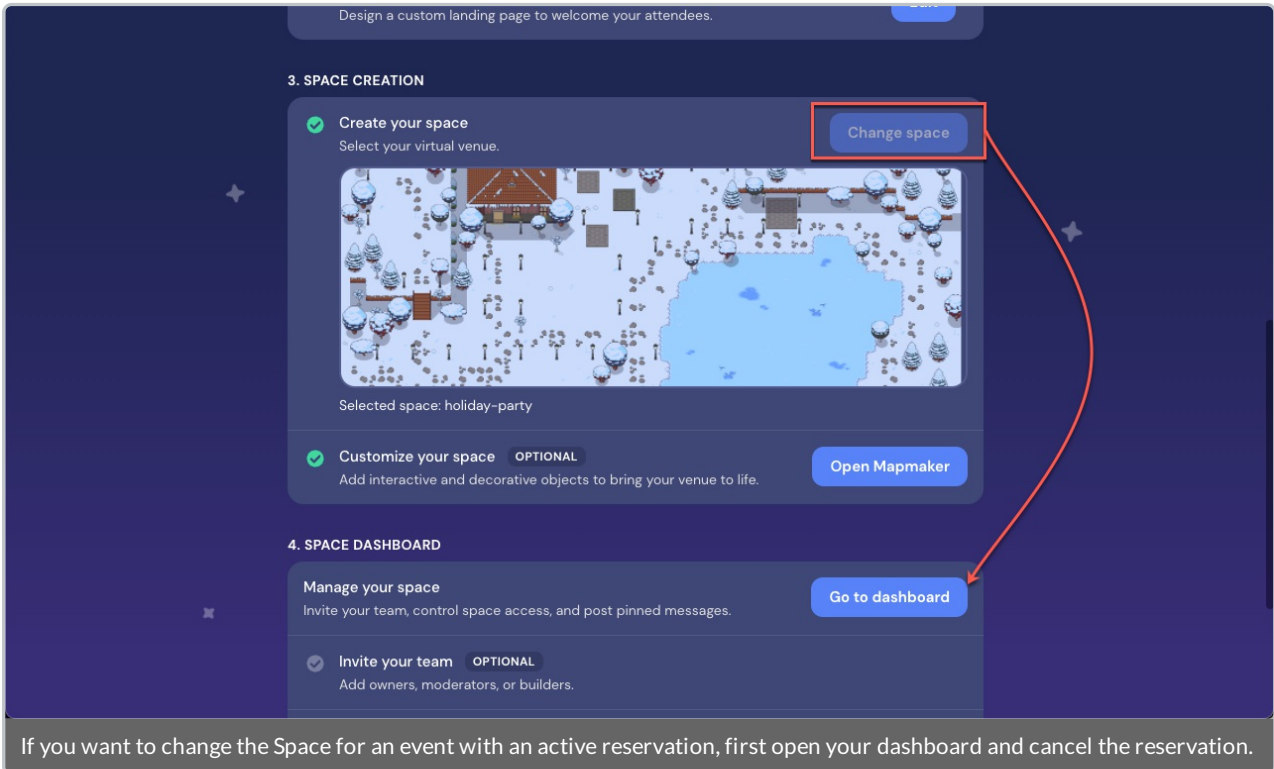


# How do I change the Space for my event?

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If you've used the event checklist to host an event in Gather and have made a reservation for the event on the Space dashboard, but then need to change the Space, you must cancel your reservation. From the checklist, select **Go to dashboard**, then cancel the reservation for the event.



The screenshot displays the '3. SPACE CREATION' section of the Gather interface. It features a 'Create your space' step with a 'Change space' button highlighted in a red box. Below this is a 'Customize your space' step with an 'Open Mapmaker' button. The '4. SPACE DASHBOARD' section includes a 'Manage your space' step with a 'Go to dashboard' button. A red arrow points from the 'Change space' button to the 'Go to dashboard' button. A text box at the bottom of the screenshot reads: 'If you want to change the Space for an event with an active reservation, first open your dashboard and cancel the reservation.'

Once you've canceled the reservation, you can go back to **Step 3: Space Creation**, and select **Change space**. A warning displays: "Do you wish to proceed? This Space and its settings will no longer be tied to this event. You can find your old space under the My Spaces tab in your homepage." Select **Yes, disconnect**.

You then get to select the updated Space. You can create a new Space by choosing **Select a template**, use an existing Space by choosing **Link to an existing Space**, or pick a partner to design your event Space by choosing **Work with a partner**.

The image shows a dark-themed dashboard with a central modal dialog. The modal is titled "How do you want to set up your space?" and has a close button (X) in the top right. It contains three main options, each with a right-pointing chevron:

- Select a template** (with a yellow star icon and "OUR PICK" label): Choose from our wide selection of decorated maps.
- Link to an existing space**: Select a space you've already created.
- Work with a partner**: Pick an expert to help bring your vision to life.

The background dashboard is partially visible, showing sections for "Enter event details", "2. LANDING PAGE", "3. SPACE CREATION", and "4. SPACE DASHBOARD".

You can pick your updated Space by selecting a template or linking to an existing Space.