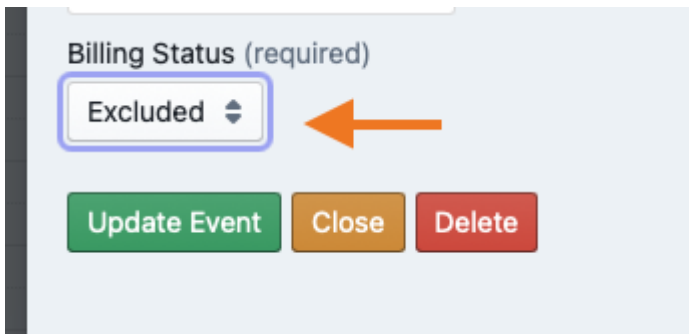# Approving an event order

Group managers can alter the billing status of individual events from the calendar event details using the "Billing Status" dropdown and then clicking the "Update Event" button.