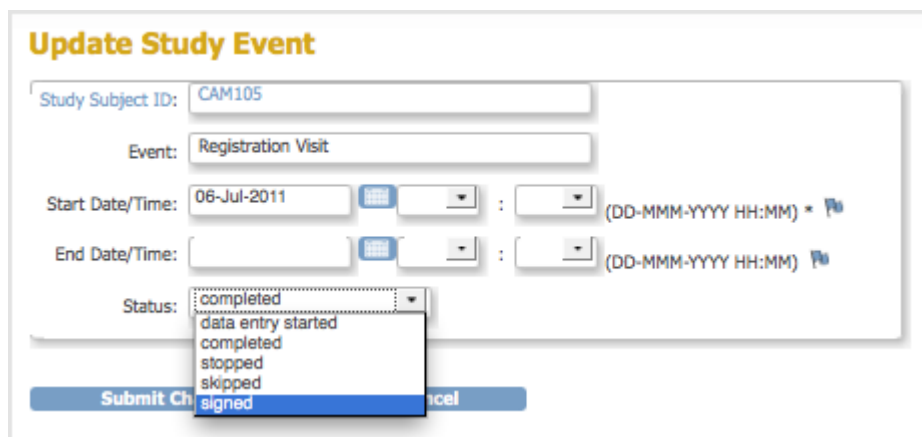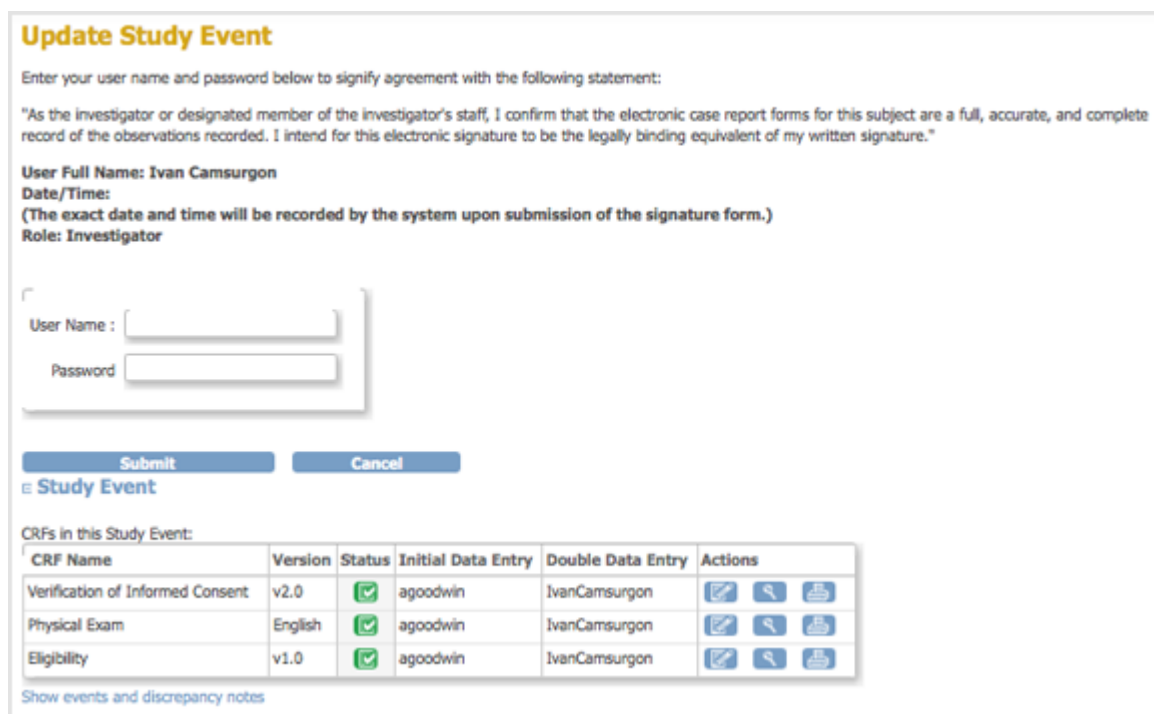# 2.3.4.1 Sign an Event

When you sign an Event, you provide your approval of all CRF data for the Event for the Subject. To sign an Event:

1. Follow the instructions in [Manually Change Event Status](#), and set the status to "signed."

2. Click Submit Changes.
   The Update Study Event page displays links to all information for the Subject for the Study; click a link to review the information. It also presents a statement about what signing the Subject record signifies.

3. Enter your user name and password in the appropriate fields.
4. Click Submit.
   The View Subject page opens, showing the status for the Event as "signed."

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