How to Edit a Sponsor

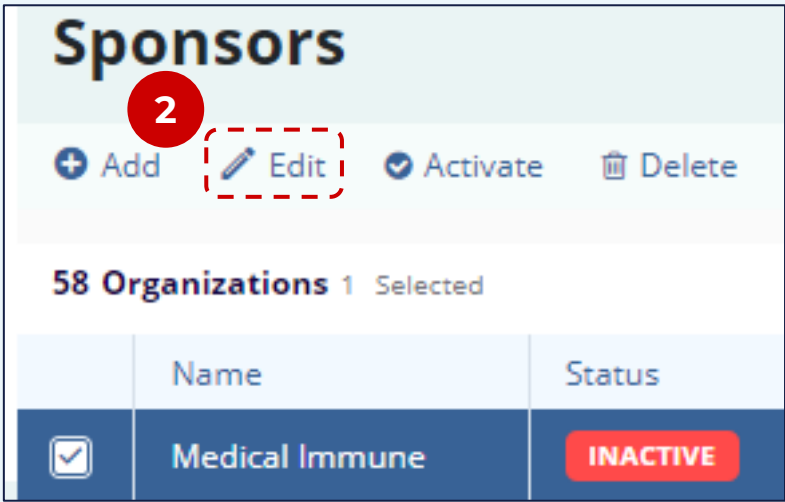**CTMS version 3.1**

TRIAL INTERACTIVE

APPLICABLE TO:

● Company Admin

● Study Manager

○ CRA

1 Log into the CTMS and click on **Sponsors** on the left.

2 Select a sponsor from the list shown and then click **Edit** in the menu bar above the list. This allows the user to edit the sponsor's information in the quck-view panel at the right side of the screen.

Alternately, you could click on the *name* of the sponsor to be taken to the sponsor's page and then click **Edit** to edit on there instead.

3 Make any necessary changes and then click **Save**.

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