Editing an Event Request

1. After logging into 25Live, a "Your Events" box will appear in the middle of the screen.

Mome Event Wizard Events	🔰 Locations 🔗 Organ	izations				
Welcome to WVU's scheduling environment.			Dashboard	Calendar		
🔎 Quick Search	0	Grind Available Locations	Customize Dashboard	🕜 Help		
Search Events	Go	I know WHEN my event should take place help me find a location!	Recently Viewed	8		
		I know WHERE my event should take place belows a choose a time!	FPS Conference			
Search Locations	Go	т кнож типылы ну екск эконо аке расе ~ нер не спосос а книс.	₩ AGS-E 1001			
•		Create an Event	Your Starred Locations	e 3		
P Your Starred Event Searches			You do not have any Starred Locations! Throughout this site you can mark any Location as "Starred" by clicking its			
		Vour Events	tai icon.			
P Your Starred Location Searches	•	No Events in which you are the Scheduler				
You do not have any Starred Location Searches!		4 Events in which you are the Requestor				
		Your Event Drafts				

- 2. Click either "Events in which you are the Requestor" or "Events in which you are the Scheduler" (only click this if you have room scheduling responsibilities).
 - 3. Click the desired Event Name.

								Dat	es: Current and F	uture Dates	Choose Visible Co	lumns 💌 🕐 F	Refresh 🐨
		Name 🔻	Title	Reference	Organizations	Туре	Categories	Your Role	Start Date	Start Time	Creation Date	State	Locations
	☆	Do not process - Test		2014-AAJZNM	FACILITIES PLANNING AND SCHEDULING	Study Session	Academic Related	Requestor	Nov 23 2014	6:00PM	Nov 14 2014	Tentative	
	☆	FPS Conference	Facilities Planning and Scheduling Conference	2014-AAKAVV	FACILITIES PLANNING AND SCHEDULING	Conference		Requestor	Dec 17 2014	2:00 PM	Dec 10 2014	Tentative	ESB-E 207
2	☆	FPS Conference	Facilities Planning and Scheduling Conference	2014-AAKAWI	FACILITIES PLANNING AND SCHEDULING	Conference		Requestor	Jan 16 2015	2:00 PM	Dec 10 2014	CANCELLED	
	☆	FPS Conference	Facilities Planning and Scheduling Conference	2014-AAKAWP	FACILITIES PLANNING AND SCHEDULING	Conference		Requestor	Jan 26 2015	3:00 PM	Dec 10 2014	Confirmed	OGH-D 110
ø	Ú.	FPS Conference	Facilities Planning and Scheduling Conference	2014-AAKAXP	FACILITIES PLANNING AND SCHEDULING	Conference		Requestor	Jan 12 2015	10:00AM	Dec 11 2014	Tentative	

4. Under the Details tab, click "Edit this Event" located on the right.

∛ WestVirginiaUr	niversity.		Welcom	ne, Demo User • Preferences	 Sign Out T 	oday is Thu Dec 11 2014	🕜 Help
Home Event Wiz	ard 🔊 Events 🧊 Locations 🤔 Organizations						
Search For Events Pre-	Defined Event Searches FPS Conference						
FPS Cor	nference		D	etails Calendar A	Audit Trail		
			Edit	this Event Dvent State: Ten	tative 🔹 🎯 More	Actions • @ Refrest	h 🕜 🔀
	Event Details		E	vent Preferences			
Event Name:	FPS Conference	The following location preferences were registered for Rsrv 377879:					
Event Title:	Facilities Planning and Scheduling Conference	AGS-E 1001 Demove enforcement					
Event Type:	Conference						
Reference:	2014-AAKAXP	Event Occurrences					
Alien UID:		Start Date	Start Time	End Date	End Time	Assignments	
State:	Tentative		Jo Conte	Lind Date	Lind Time	G	
Organization:	FACILITIES PLANNING AND SCHEDULING	Mon Jan 12 2015	10:00am	MOII Jan 12 2015	11:00am	Ψ	E.
Cabinet:	2015 SPECIAL EVENTS						
Scheduler:	25LiveViewer Seat						
Requestor:	📸 Demo User						
Head Count:	15 expected						
Event Custom Attributes:							
Contact Email Address:	Meredith.Morris@mail.wvu.edu						
Contact Name:	Meredith Morris						
Contact Phone Number:	3042932857						
Creation Date:	Thu Dec 11 2014						
Internal Notes:							
COMMENT COMMENT COMME	INT COMMENT						

- Proceed through the Event Creation and Editing tab and make all necessary changes. If the dates or times are changed, you must resubmit a request for any location or resources associated with the event.
- 6. Save the event.