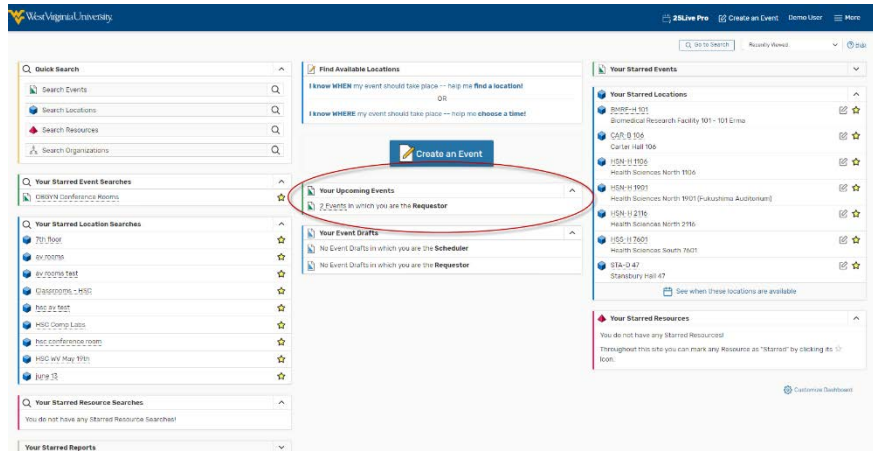


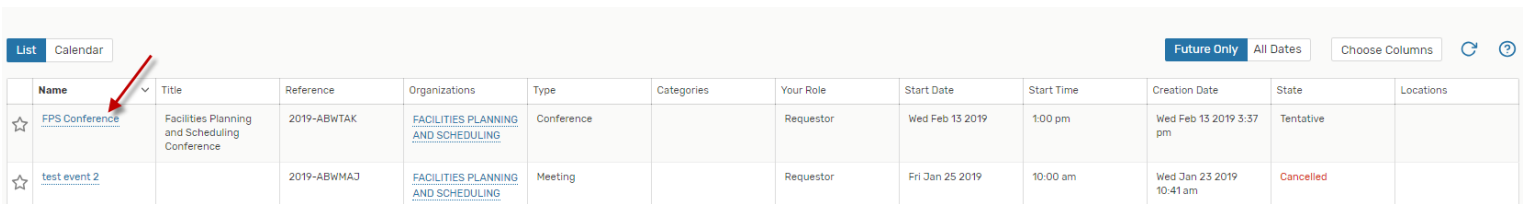
Editing an Event Request

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



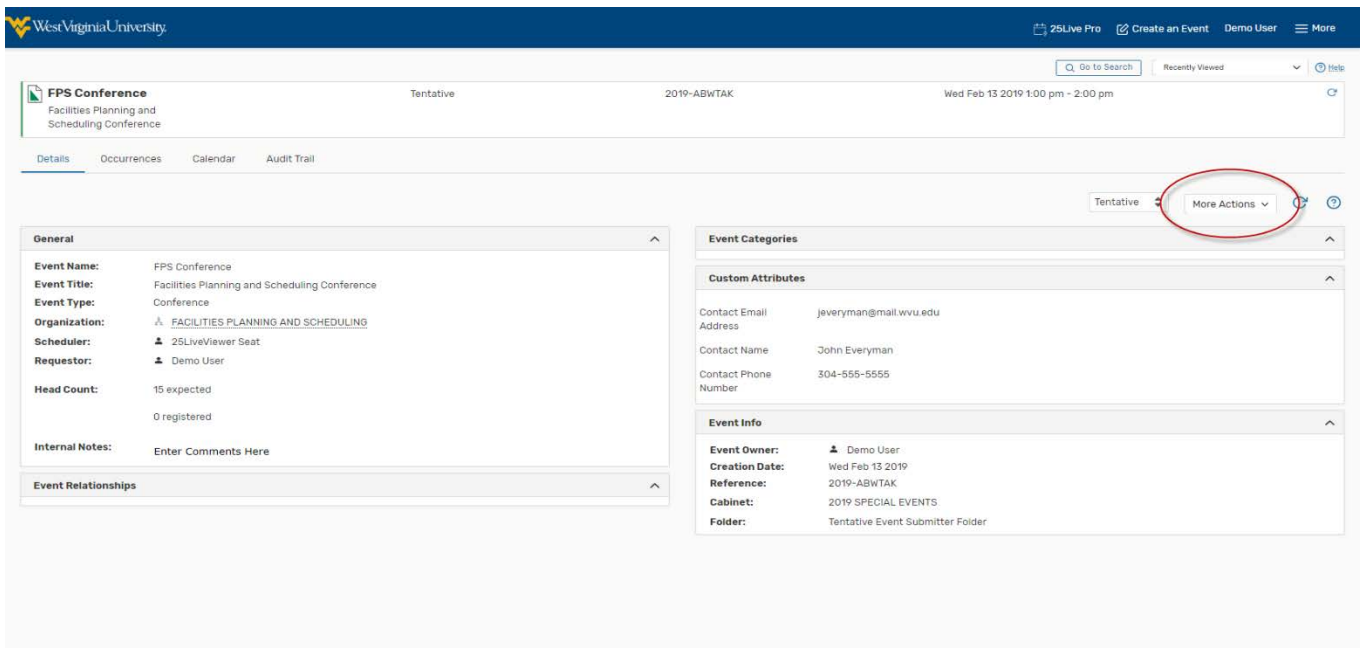
2. Click either “Events in which you are the Requestor” or “Events in which you are the Scheduler” (only click this if you have room scheduling responsibilities).

3. Click the desired Event Name.

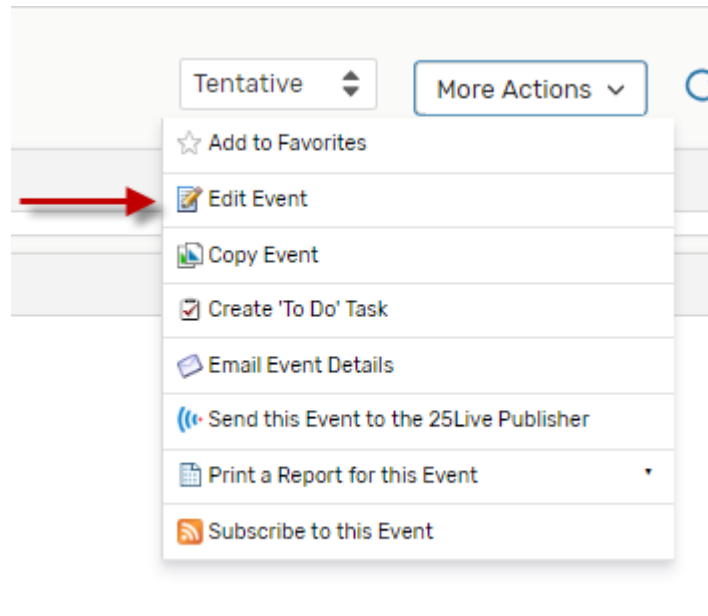


Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Start Time	Creation Date	State	Locations
FPS Conference	Facilities Planning and Scheduling Conference	2019-ABWTAK	FACILITIES PLANNING AND SCHEDULING	Conference		Requestor	Wed Feb 13 2019	1:00 pm	Wed Feb 13 2019 3:37 pm	Tentative	
test event 2		2019-ABWMAJ	FACILITIES PLANNING AND SCHEDULING	Meeting		Requestor	Fri Jan 25 2019	10:00 am	Wed Jan 23 2019 10:41 am	Cancelled	

4. Under the Details tab, click “More Actions” located on the right.



5. Under “More Actions,” select “Edit Event”



6. 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.
7. Save the event.