Editing an Event Request

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

			Q. Go to Search Recordly Warwed	~ ©±
Q. Quick Search	^	Find Available Locations	Your Starred Events	~
Search Events	Q	I know WHEN my event should take place help me find a location!	Your Starred Locations	^
Search Locations	Q	I know WHERE my event should take place noip me choose a time!	BMRE-H 101 Biomedical Research Facility 101 - 101 Erma	2
Search Resources	Q		Garter Hall 106	2
A Search Organizations	Q	Croate an Event	HSN-11106 HSN-11106 HSN-11106	2
Q Your Starred Event Searches	â	Your Upcoming Events	HSN-H 1901 HSN-H 190 HSN-H 1901 HSN-H 190 H	C 🕯
Q Your Starred Location Searches	-	2 Prents in writch you are the Requestor	HSN-H 2116 Health Sciences North 2116	C 🕁
Tth floor	\$	Your Event Drafts No Event Drafts in which you are the Scheduler	H55:H7601 Health Sciences South 7601	2
😝 exiloansi	\$	No livent Drafts in which you are the Requestor	STA-D 47	F2 👉
av rooms test	\$		Stansbury Hail 47	E H
Gassrooms : HSC	\$		See when these locations are available	
hop av test	\$			
HSC Comp Lats	\$		Your Starred Resources	^
hsc conference roam	\$		You do not have any Starred Resources! Throughout this site you can mark any Resource as "Starred" by click	
HSC WV May 19th	\$		form.	and the second
🗣 iure 13	\$			
Q Your Starred Resource Searches	^		@ Catter	www.Gautyboant
You do not have any Starred Resource Searches!				

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

u	List Calendar / All Dates Choose Columns C 3												
	Name	~	Title	Reference	Organizations	Туре	Categories	Your Role	Start Date	Start Time	Creation Date	State	Locations
2	FPS Con	nference	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 eve	ent 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.

WestVirginiaUni	versity.			25Live Pro	o 🕜 Create an Event Demo User 😑 I
				Q, 60 to	o Search Recently Viewed 🗸
FPS Conferen Facilities Plannin Scheduling Confe	g and	.201	9-ABWTAK	Wed Feb 13 2019 1:00 pm - 2:00 p	pm
Occuri	rences Calendar Audit Trail				\bigcap
3eneral		^	Event Categories	T	Fentative More Actions V
vent Name: vent Title:	FPS Conference Facilities Planning and Scheduling Conference		Custom Attribute	\$.	
event Type:	Conference		Contact Email	jeveryman@mail.wvu.edu	
rganization:	A FACILITIES PLANNING AND SCHEDULING		Address	Jever yn an gynan, wyd, edd	
cheduler:	25LiveViewer Seat		Contact Name	John Everyman	
equestor:	▲ Demo User				
Head Count:	15 expected		Contact Phone Number	304-555-5555	
	0 registered		Event Info		
nternal Notes:	Enter Comments Here		Event Owner:	🛓 Demo User	
			Creation Date:	Wed Feb 13 2019	
vent Relationship	5	^	Reference:	2019-ABWTAK	
			Cabinet:	2019 SPECIAL EVENTS	
			Folder:	Tentative Event Submitter Folder	

5. Under "More Actions," select "Edit Event"

	Tentative 🜲 More Actions 🗸	
	Add to Favorites	
-	📝 Edit Event	
-	🚯 Copy Event	
	🕑 Create 'To Do' Task	
	Email Event Details	
	(III Send this Event to the 25Live Publisher	
	Print a Report for this Event	
	Subscribe to this Event	

- 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.