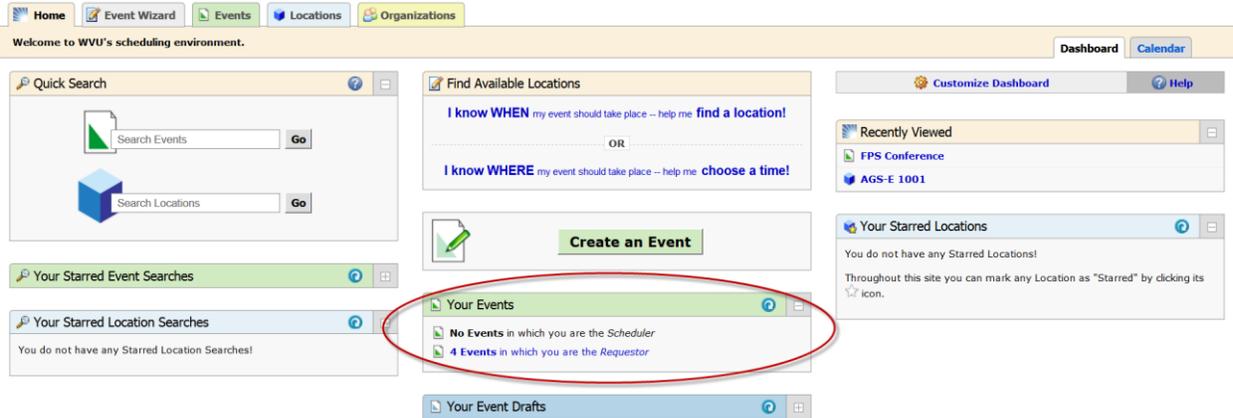


## Editing an Event Request

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.

Dates: Current and Future Dates Choose Visible Columns Refresh												
Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Start Time	Creation Date	State	Locations	
<a href="#">Do not process - Test</a>		2014-AAJZNM	FACILITIES PLANNING AND SCHEDULING	Study Session	Academic Related	Requestor	Nov 23 2014	6:00PM	Nov 14 2014	Tentative		
<a href="#">FPS Conference</a>	Facilities Planning and Scheduling Conference	2014-AAKAVV	FACILITIES PLANNING AND SCHEDULING	Conference		Requestor	Dec 17 2014	2:00PM	Dec 10 2014	Tentative	ESB-E 207	
<a href="#">FPS Conference</a>	Facilities Planning and Scheduling Conference	2014-AAKAWI	FACILITIES PLANNING AND SCHEDULING	Conference		Requestor	Jan 16 2015	2:00PM	Dec 10 2014	CANCELLED		
<a href="#">FPS Conference</a>	Facilities Planning and Scheduling Conference	2014-AAKAWP	FACILITIES PLANNING AND SCHEDULING	Conference		Requestor	Jan 26 2015	3:00PM	Dec 10 2014	Confirmed	OGH-D 110	
<a href="#">FPS Conference</a>	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.

West Virginia University | Welcome, Demo User | Preferences | Sign Out | Today is Thu Dec 11 2014 | Help

Home | Event Wizard | **Events** | Locations | Organizations

Search For Events | Pre-Defined Event Searches | **FPS Conference**

**FPS Conference** | Details | Calendar | Audit Trail

[Edit this Event](#) | Event State: *Tentative* | More Actions... | Refresh | ? | X

**Event Details**

**Event Name:** FPS Conference  
**Event Title:** Facilities Planning and Scheduling Conference  
**Event Type:** Conference  
**Reference:** 2014-AAKAXP  
**Allen UID:**  
**State:** Tentative  
**Organization:** FACILITIES PLANNING AND SCHEDULING  
**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 COMMENT COMMENT

**Event Preferences**

The following location preferences were registered for **Rsrv\_377879**:

**AGS-E 1001** [Remove preferences](#)

**Event Occurrences**

Start Date	Start Time	End Date	End Time	Assignments
Mon Jan 12 2015	10:00am	Mon Jan 12 2015	11:00am	

5. 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.