25Live Event Management

Create an Event
To Do
CREATE AN EVENT TO DO

NOTE: In 25Live you can send event details to anybody associated with the event.

1. Sign into 25Live. What you can see and do depends on your security privileges. The Home screen will populate. You will be either on the Dashboard on the Calendar view.

2. Find the event you wish to create an event to do for.
   a. Use the Quick Search box and enter the Event Preference Number or at least the first two letters of the title and click Go.

   A result list or the event will open up.

   b. Go to Your Starred Events and find the event that needs to be edited.
c. Go to **Your Events** or **Event Drafts**.

Click on the bolded link. The **Events tab** will open with your events listed as search results.

3. Once the **Individual Event** tab opened, find and click on the **More Actions** drop down arrow. Select **Create To Do Task**.

A new window will open.
4. Fill out information, as applicable. Then click **Create**.

A message will pop up in another window. Choose as appropriate.

Congratulations, your event has been emailed!