25Live Event Management

EDIT AN 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.

![Image of 25Live interface]

NOTE: You can edit your events anytime. There may be fields that are blocked against changes, for example Event Type.

2. Find the event you wish to edit.
   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.

![Image of Quick Search]

A result list or the event will open up.

b. Go to Your Starred Events and find the event that needs to be edited.

![Image of Your Starred Events]

NOTE: You can edit your events anytime. There may be fields that are blocked against changes, for example Event Type.
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. Click on the Edit this Event icon next to the title. The Event Creation and Editing tab will open with all boxes populated with the event details. All boxes will be green.
4. a. Simply delete the wrong and enter the correct information in the solid green boxes, i.e. Event Name and/or Event Date and Time.

![Event Name](image)

b. Click on the red X next to the selected attribute and search for a new one, i.e. Selected Organization and/or Selected Location.

![Primary Organization](image)

**NOTE:** If the Event Dates and Time box’s information has changed, scroll down and click on the Check for Location/Resource Conflicts button to see if the selected location is still available.

![Check for Location/Resource Conflicts](image)

5. Navigate through all pages to make sure all details are correct by using the Previous and next buttons on the bottom of the page. Once finished, click **Save**.

![Close](image) ![Previous](image) ![Next](image) ![Save](image)

**Congratulations, your event has been edited!**