25Live Event Management

Email Event Details
EMAIL EVENT DETAILS

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 email.
   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 **Email Event Details**.

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

Congratulations, your event has been emailed!