Edit an Event
EDIT AN EVENT

25Live Pro Website: https://25live.collegenet.com/pro/coastal

NOTE: You can request an edit of your event(s) at any time (2 business days is preferred). If AV resources are selected, it is not guaranteed that resources will be provided if requested with short notice. All edit requests must be approved by the Office of Scheduling and Space Management. Please do a Location Search to ensure that the requested time and location are available.

1. Click on Sign In in the upper right-hand corner of 25Live Pro and login with your coastal.edu username and password. Once logged in, you will see the last page you were on in the system. Select 25Live Pro at the top of the page.

2. Find the event you wish to edit in your Starred Events (A) or via Event Search (B).

NOTE: Your dashboard is customizable so these selections will be located where you have placed them.
3. After locating your event details, click on **More Actions** in the upper right section of the screen.

4. From the drop down menu, click **Email Event Details**.
5. A communication window will pop up. Ensure that the Scheduler ‘To’ box (A) is checked and the ‘Include event details in body of message’ box (B) is checked.

6. In the body of the message, explain the changes that need to be made to the event.

7. Press the Send button. This will send your request to the Scheduling and Space Management office. After the changes have been reviewed and applied, a follow-up email confirmation with your requested updates will be sent. Changes will not be applied until a confirmation email has been received. Last minute changes with AV resources will not guarantee assignment of the resources.

NOTE: Always read all confirmation emails and confirmation PDF attachments to ensure your event information is correct. If you have a SchoolDude request for the event, please email Wendy Singleton at wsinglet@coastal.edu with your Work Order number(s) to edit those requests, if needed.