Edit an Event
EDIT AN EVENT

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

NOTE: You can request an edit of your event(s) at any time. 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 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 and login with your coastal.edu username and password. Once logged in, you will either see the Dashboard view, Calendar view or Availability view. Choose the Dashboard view.

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 will be located where you have placed them.
3. After locating your event details, click on **More Actions** at the upper right 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 you request to Scheduling and Space Management. After the changes are reviewed and applied, a follow-up email confirmation with requested updates will be sent. Changes will not be applied until a confirmation email is received. Last minute changes with AV resources will not guarantee the resources.

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