

25Live Pro Event Management



[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.

Edit requests will only be accepted through the below options.

Option 1:

1. Forward your confirmation email to scheduling@coastal.edu and state that you need to edit the event with the information that needs to be changed.

Pop Out ✕ Discard

To...	<input type="text" value="scheduling@coastal.edu"/>
Cc...	
Send	
Subject	FW: Scheduling and Event Services Meeting (2022-ACNLGV)
Attached	 ConfirmDetailPerEvent_CCU.pdf 3 KB

Lauren Koonce
Associate Director
Scheduling and Space Management
Coastal Carolina University
843.234.3432
lkoonce@coastal.edu

From: Lauren Koonce <lkoonce@25live.coastal.edu>
Sent: Monday, November 21, 2022 10:05 AM
To: Lauren Koonce <lkoonce@coastal.edu>
Subject: Scheduling and Event Services Meeting (2022-ACNLGV)

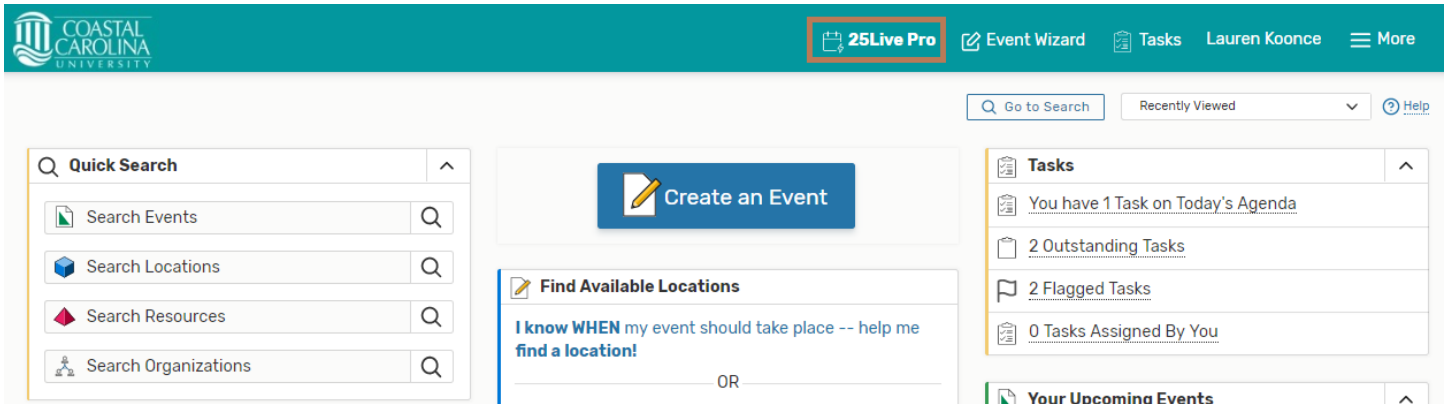
CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Scheduling and Event Services Meeting ([View in 25Live](#))

Event Details

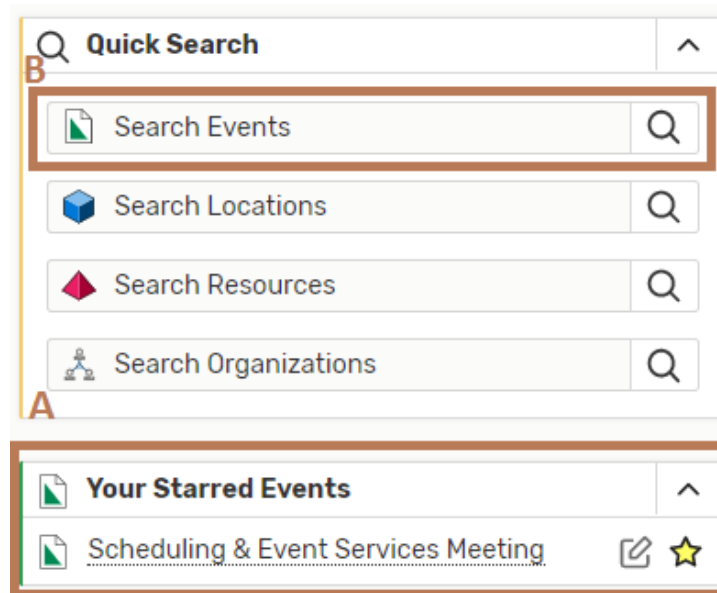
Option 2:

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.



The screenshot shows the 25Live Pro dashboard. At the top, there is a teal header with the Coastal Carolina University logo on the left, a '25Live Pro' button in the center, and navigation links for 'Event Wizard', 'Tasks', 'Lauren Koonce', and 'More' on the right. Below the header, there is a search bar with 'Go to Search' and 'Recently Viewed' dropdowns. On the left, a 'Quick Search' panel contains four search options: 'Search Events', 'Search Locations', 'Search Resources', and 'Search Organizations'. In the center, there is a 'Create an Event' button and a 'Find Available Locations' section with a prompt: 'I know WHEN my event should take place -- help me find a location!'. On the right, a 'Tasks' panel shows 'You have 1 Task on Today's Agenda', '2 Outstanding Tasks', '2 Flagged Tasks', and '0 Tasks Assigned By You'. Below that is a 'Your Upcoming Events' panel.

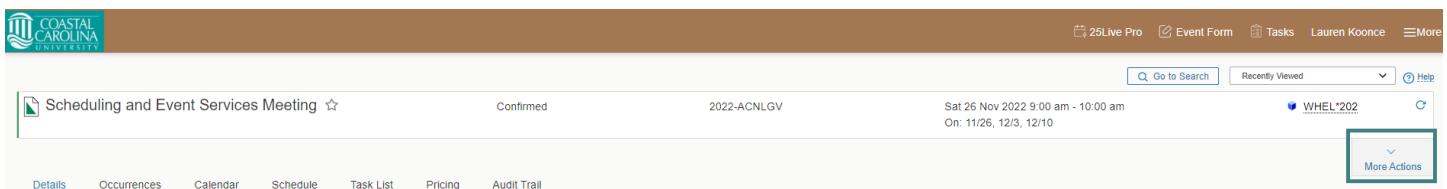
2. Find the event you wish to edit in your **Starred Events (A)** or via **Event Search (B)**.



This image provides a close-up of two sections from the dashboard. Section B, labeled 'Quick Search', shows four search options: 'Search Events', 'Search Locations', 'Search Resources', and 'Search Organizations'. The 'Search Events' option is highlighted with a brown border. Section A, labeled 'Your Starred Events', shows a list of events, with 'Scheduling & Event Services Meeting' highlighted by a brown border and a yellow star icon.

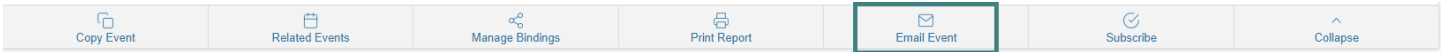
NOTE: Your dashboard is customizable so these selections will be located where you have placed them.

3. After locating your event details, click on **More Actions** in the upper right section of the screen.



The screenshot shows the event details page for 'Scheduling and Event Services Meeting'. The header includes the Coastal Carolina University logo, '25Live Pro', 'Event Form', 'Tasks', 'Lauren Koonce', and 'More'. Below the header, the event title is followed by 'Confirmed', '2022-ACNLGV', and the date and time 'Sat 26 Nov 2022 9:00 am - 10:00 am'. There is also a 'WHEL'202' tag. At the bottom, there is a navigation menu with 'Details', 'Occurrences', 'Calendar', 'Schedule', 'Task List', 'Pricing', and 'Audit Trail'. A 'More Actions' button is located in the bottom right corner.

4. From the menu, click **Email Event**.



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. **Event Confirmation (CCU)** box (C) may also be checked.

The screenshot shows the 'Email Event' configuration interface. At the top, there's an 'Email Template' dropdown. Below it, the 'Related Recipients' section has columns for 'TO', 'CC', and 'BCC'. The 'Scheduler (Scheduling, Default Scheduler)' entry is checked in the 'TO' column and is circled in red with the letter 'A' next to it. The 'Additional Recipients' section has 'TO', 'CC', and 'BCC' fields. The 'Attach' section has several checkboxes, with 'Event Confirmation (CCU)' checked and circled in red with the letter 'C' next to it. The 'Subject' field contains 'Scheduling and Event Services Meeting (2022-ACNLGV)' and 'Include link to 25Live Pro' is checked. The 'Message Body' section has a rich text editor with a toolbar and a checkbox at the bottom that is checked and circled in red with the letter 'B' next to it.

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.