EDIT AN EVENT

NOTE: You can request an edit of your event(s) at any time. All edit request must be approved by Conference Services. Please do a Location Search to ensure that the requested time and location are available.

1. Sign into 25Live. You will be either on the Dashboard or the Calendar view. Choose the Dashboard (A) view.

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

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

7. Press the send button. This will send your request to Conference Services. After the changes are reviewed and applied, a follow-up email confirmation with requested updates will be sent. Changes will not applied until a confirmation email is received.

**Always read all confirmation emails to ensure your event information is correct.**