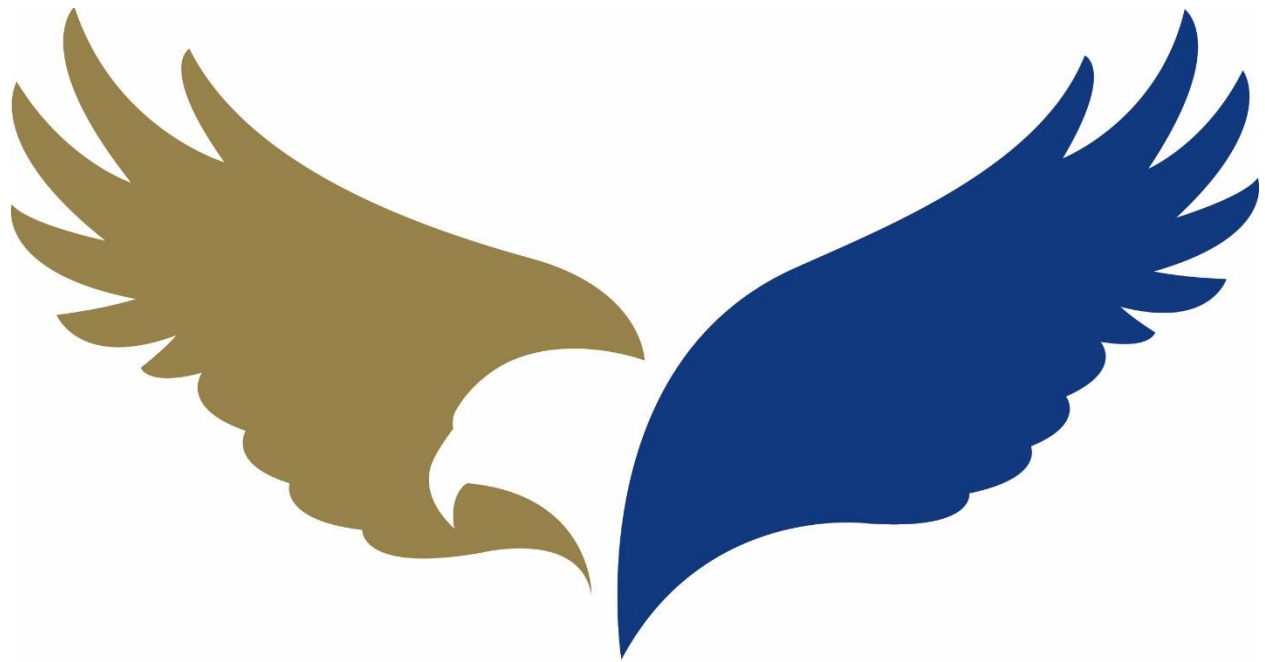


25Live Pro Event Scheduling



**CLARION
UNIVERSITY**

Editing an Event Guide

25Live Pro Editing an Event

Finding the Event to Edit

First you will need to find the event that you are looking to edit.

You can find the event by searching for it by the event name or reference number. You can also find the event if you were the scheduler or requestor.

The screenshot shows the 25Live Pro dashboard interface. At the top, there is a navigation bar with the Clarion University logo, user name 'Sara Smerkar', and various menu items like '25Live Pro', 'Event Form', 'Tasks', and 'More'. Below the navigation bar, there is a search bar with a 'Go to Search' button highlighted by a red box. The dashboard is divided into several sections: 'Quick Search' with options for Events, Locations, Resources, and Organizations; 'Your Starred Event Searches' listing 'Daily Operations Test (1)', 'Linens & Work Orders', 'Tentative Future Events no Space', and 'Test Search'; 'Your Starred Locations' with a message that no starred locations are present; 'Your Starred Location Searches' listing 'Daily Operations for Report'; and 'Your Upcoming Events' showing '8 Events in which you are the Scheduler'. There is also an 'Express Scheduling' section with fields for 'Date / Time' (Mon APR 27 2020) and '12:00 pm'. A 'Customize Dashboard' button is visible at the bottom right.

If you want to find it by using the *event name or reference number*, you will need to go to the *searches* page by “clicking *Go to Search*”.

The screenshot shows the search interface in 25Live Pro. At the top, there is a navigation bar with the Clarion University logo, user name 'Sara Smerkar', and menu items like '25Live Pro', 'Event Form', 'Tasks', and 'More'. Below the navigation bar, there is a search bar with a 'Go to Search' button highlighted by a red box. The search bar has a 'Select Object:' dropdown menu with 'Events' and 'Saved Searches (optional)' options. Below the search bar, there is a 'Quick Search' toggle switch set to 'Quick Search' and an 'Advanced' toggle switch. The search bar contains the text 'Search Events' and has a red box around it. There are 'Reset', 'Save As', and 'Search' buttons below the search bar. A 'More Options' dropdown menu is also visible.

Once you “click” the *Go to Search* button, you will be able to enter the event name or reference number in the search.

If you are wanting to find the event that you *scheduled or were the requester* for, you can do that by using an element on your dashboard.

The screenshot shows the Clarion University dashboard with the following sections:

- Quick Search:** Search Events, Search Locations, Search Resources, Search Organizations.
- Your Event Drafts:** No Event Drafts in which you are the Scheduler, No Event Drafts in which you are the Requestor.
- Your Starred Reports:** Daily Operations By Location.
- Find Available Locations:** I know WHEN my event should take place -- help me find a location! OR I know WHERE my event should take place -- help me choose a time!
- Your Starred Event Searches:** Daily Operations Test (1), Linens & Work Orders, Tentative Future Events no Space, Test Search.
- Your Starred Resource Searches:** zoom.
- Your Upcoming Events:** 8 Events in which you are the Scheduler (highlighted with a red box).
- Tasks:** You have No Tasks on Today's Agenda, 7 Outstanding Tasks, 16 Flagged Tasks, 0 Tasks Assigned By You.
- Express Scheduling:** Date / Time (Mon APR 27 2020), Express Locations (Search spaces), Event Name.
- Your Starred Locations:** You do not have any Starred Locations! Throughout this site you can mark any Location as "Starred" by clicking its icon.
- Your Starred Location Searches:** Daily Operations for Report.
- Your Starred Resources:** You do not have any Starred Resources! Throughout this site you can mark any Resource as "Starred" by clicking its icon.
- Your Starred Events:** You do not have any Starred Events! Throughout this site you can mark any Event as "Starred" by clicking its icon.

To find the events that you scheduled or requested, you will simply look under the Your Upcoming Events element on your dashboard.

You can click that option and the events that you scheduled or requested will appear.

Editing the Event

The screenshot shows the event details page for 'Test 1' with the following information:

- Event Name:** Test 1
- Event Title:** (empty)
- Event Type:** Meeting
- Organization:** Conference & Event Services
- Scheduler:** Smerkar, Sara
- Requestor:** Smerkar, Sara
- Event Categories:** (empty)
- Custom Attributes:** Add a Custom Attribute
- Event Info:** Requirements: G. * I acknowledge

Once you find the event you want to edit, the event details page will appear.

The screenshot displays the Clarion University event management system. At the top left is the Clarion University logo. The top navigation bar includes links for 25Live Pro, Event Form, Tasks (7), Sara Smerkar, and a More menu. Below this is a search bar and a 'Recently Viewed' dropdown. The main header shows the event name 'Test 1', status 'Tentative', date '2020-AAPTFT', time 'Tue APR 28 2020 12:00 pm - 1:00 pm', and ID 'GEMML248'. A navigation menu below the header includes 'Details', 'Occurrences', 'Calendar', 'Schedule', 'Task List', and 'Audit Trail'. The 'Details' tab is active. In the top right of the details view, there is an 'Edit Event' button (highlighted with a red box), a status dropdown set to 'Tentative', and a 'More Actions' dropdown. The main content area is divided into two columns. The left column, titled 'General', contains fields for 'Event Name' (Test 1), 'Event Title', 'Event Type' (Meeting), 'Organization' (Conference & Event Services), 'Scheduler' (Smerkar, Sara), and 'Requestor' (Smerkar, Sara). The right column contains 'Event Categories' (with an 'Add' button), 'Custom Attributes' (with an 'Add a Custom Attribute' button), and 'Event Info' (with a 'Requirements' section).

Once you are on the event details page, you will need to click the edit event button.

You will be taken to the event form of the event and you can then edit the event.

Please make sure that you “click” the save button before you leave the event form. If you do not do this, your edits will not be saved.