Customize 25Live: Dashboard and Favorites

- The Dashboard is comprised of elements that act as shortcuts

- Favorites are Events, Location, and Organizations that have been "Starred"

- Modifying the dashboard and saving Favorites are ways to make 25Live work most effectively for you

Dashboard: Adding Elements

- On the Dashboard tab of the Home screen, Select **Customize Dashboard**

- Elements shown in the gray area are currently hidden from the Dashboard

- Drag a hidden element from the gray area to any available white space to add it to the Dashboard
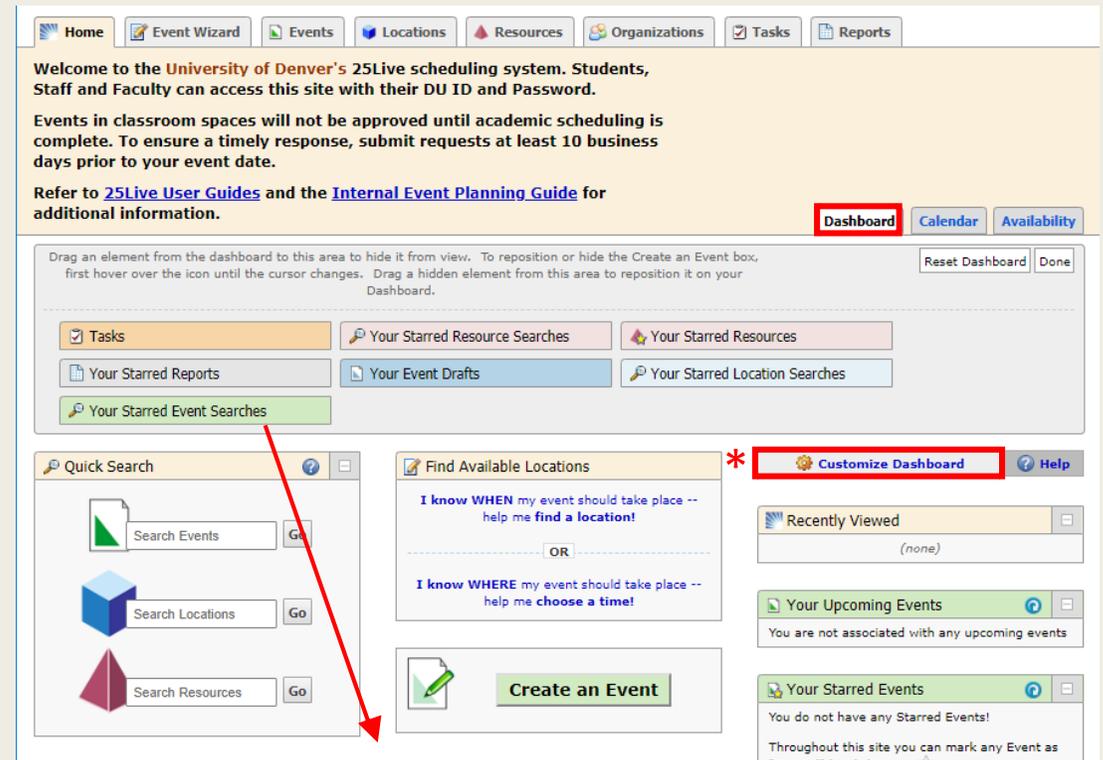
Dashboard: Removing Elements

■ Existing elements on the dashboard can be hidden by dragging them into the grey box

■ After you have finished customizing the dashboard, click "Done" to save the changes

*Elements on the Dashboard can be repositioned at any time

*Reset dashboard is also available for users who want to reset the dashboard to the original setting.

Favorites: What are they

- Favorites are Events, Location, and Organizations you have "Starred"

- "Starred" elements are linked to the dashboard shortcuts

- Perform a search in the Events, Locations or Organizations tabs to edit favorites at any time

*Reference the **Basic Navigation User Guide** for instructions on how to perform a search

Favorites: How to Save

- Click on the a grey **star icon** to turn it yellow, indicating a favorite

- Favorites can be removed by clicking on the yellow star to return it to grey