25Live: Edit or Cancel an Event

- Requests to edit or cancel an event can be made at any time.
- When requesting to change an event date, time or location, it is recommended to run a Location Search to ensure that the new date, time and location are available.
- Changes should be directed to the Location Approver.
- The easiest way to communicate with a Location Approver is to reply to the Event Confirmation Email.
25Live: Edit or Cancel an Event

- If you cannot locate your Event Confirmation Email, the Location Approver’s contact information can be found in the event Audit Trail.
- Use the Event Search or Starred Events fields to navigate to the event you wish to edit or cancel.
25Live: Edit or Cancel an Event

- After locating the event you wish to edit or cancel, click on **Audit Trail** at the upper right of the screen.
- The Audit Trail will include a record of the Location Approver sending the Event Confirmation Email.
- Copy the email address in the **Email Sent From** line of the Audit Trail.
25Live: Edit or Cancel an Event

- Click on **More Actions** at the upper right of the screen
- Select **Email Event Details** from the drop down menu
- A communication window will pop up
25Live: Edit or Cancel an Event

- Paste the copied email address in the TO field
- In the Message Body, explain the changes needed to be made or request cancellation and press the send button
- After the changes are reviewed and applied, a revised Confirmation Email will be sent