

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

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- 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

Home Event Wizard Events Locations Resources Organizations Tasks Reports

Welcome to the **University of Denver's** 25Live scheduling system. Students, Staff and Faculty can access this site with their DU ID and Password.

Events in classroom spaces will not be approved until academic scheduling is complete. To ensure a timely response, submit requests at least 10 business days prior to your event date.

Refer to [25Live User Guides](#) and the [Internal Event Planning Guide](#) for additional information.

Dashboard Calendar Availability

Quick Search

Example Go

Search Locations Go

Search Resources Go

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!

Create an Event

Your Starred Locations

You do not have any Starred Locations!

Throughout this site you can mark any Location as "Starred" by clicking its ☆ icon.

Customize Dashboard Help

Recently Viewed

Your Upcoming Events

Your Starred Events

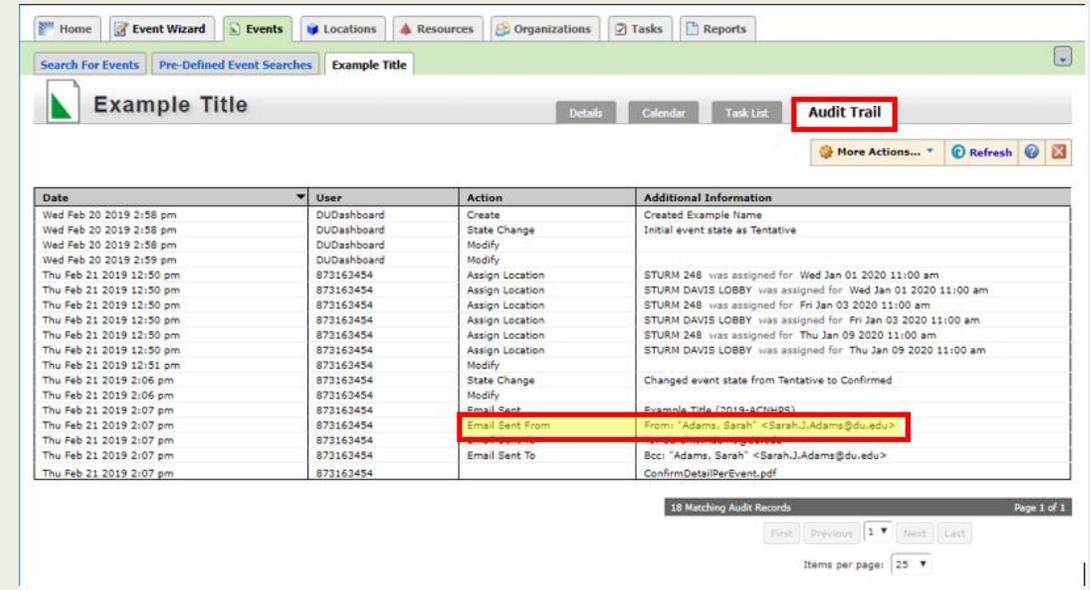
Example Title

Icon Legend Feedback Help Tips: Enabled Text Size: □ □ □

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- 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



The screenshot displays the 25Live interface for an event titled "Example Title". The "Audit Trail" tab is selected, showing a table of actions performed on the event. The table has four columns: Date, User, Action, and Additional Information. The "Email Sent From" row is highlighted in yellow, and the email address "Sarah.J.Adams@du.edu" is highlighted in red.

Date	User	Action	Additional Information
Wed Feb 20 2019 2:58 pm	DUDashboard	Create	Created Example Name
Wed Feb 20 2019 2:58 pm	DUDashboard	State Change	Initial event state as Tentative
Wed Feb 20 2019 2:58 pm	DUDashboard	Modify	
Wed Feb 20 2019 2:59 pm	DUDashboard	Modify	
Thu Feb 21 2019 12:50 pm	873163454	Assign Location	STURM 248 was assigned for: Wed Jan 01 2020 11:00 am
Thu Feb 21 2019 12:50 pm	873163454	Assign Location	STURM DAVIS LOBBY was assigned for: Wed Jan 01 2020 11:00 am
Thu Feb 21 2019 12:50 pm	873163454	Assign Location	STURM 248 was assigned for: Fri Jan 03 2020 11:00 am
Thu Feb 21 2019 12:50 pm	873163454	Assign Location	STURM DAVIS LOBBY was assigned for: Fri Jan 03 2020 11:00 am
Thu Feb 21 2019 12:50 pm	873163454	Assign Location	STURM 248 was assigned for: Thu Jan 09 2020 11:00 am
Thu Feb 21 2019 12:50 pm	873163454	Assign Location	STURM DAVIS LOBBY was assigned for: Thu Jan 09 2020 11:00 am
Thu Feb 21 2019 2:06 pm	873163454	Modify	
Thu Feb 21 2019 2:06 pm	873163454	State Change	Changed event state from Tentative to Confirmed
Thu Feb 21 2019 2:06 pm	873163454	Modify	
Thu Feb 21 2019 2:07 pm	873163454	Email Sent	Example Title (2019-02-21)
Thu Feb 21 2019 2:07 pm	873163454	Email Sent From	From: "Adams, Sarah" <Sarah.J.Adams@du.edu>
Thu Feb 21 2019 2:07 pm	873163454	Email Sent To	Bcc: "Adams, Sarah" <Sarah.J.Adams@du.edu>
Thu Feb 21 2019 2:07 pm	873163454	Email Sent To	ConfirmDetailPerEvent.pdf

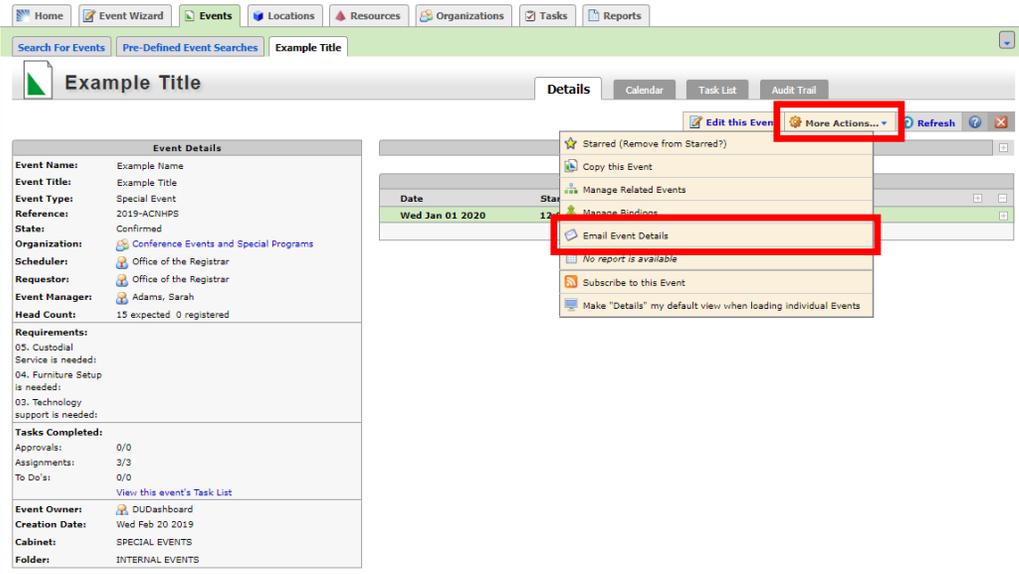
18 Matching Audit Records Page 1 of 1

First Previous 1 Next Last

Items per page: 25

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- 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



The screenshot displays the 25Live software interface for an event titled "Example Title". The interface includes a navigation bar with tabs for Home, Event Wizard, Events, Locations, Resources, Organizations, Tasks, and Reports. Below the navigation bar, there are search filters and tabs for Details, Calendar, Task List, and Audit Trail. The "Details" tab is active, showing event information such as Event Name, Event Title, Event Type, Reference, State, Organization, Scheduler, Requestor, Event Manager, and Head Count. A dropdown menu is open, showing options like "Starred (Remove from Starred?)", "Copy this Event", "Manage Related Events", "Manage Bindings", "Email Event Details", "No report is available", "Subscribe to this Event", and "Make 'Details' my default view when loading individual Events". The "More Actions" button and the "Email Event Details" option are highlighted with red boxes.

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- 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

Email Event Details: Example Title

Related Recipients

	TO	CC	BCC
Event Manager (Adams, Sarah)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requestor (Office of the Registrar)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scheduler (Office of the Registrar)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anyone with Assignment Tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Recipients

TO 25Live.Scheduling@du.edu

CC

BCC

*Separate multiple email addresses with commas.
To choose from a list, click To, CC or BCC.*

Attach: iCal File **Add:** Choose File No file chosen

Subject: Example Title (2019-ACNHPS)

Message Body *Check the checkbox to include Event Details. Add a custom message if desired.*

Changes you would like to request.

Include event details in body of message

Send **Cancel**