EDITING EVENTS

As a requestor, at this time you CANNOT edit an event in 25Live once submitted. Changes must be made in the following two ways:

- If you need to make a change to a reservation after it has been submitted and approved, you must email the event scheduler who confirmed your reservation. Find the reservation confirmation email and reply to it with your requested changes.

- If you need to edit an event before your reservation is confirmed, you will have to wait for your request to be confirmed first, and then reply to the confirmation that with the items that need editing. The scheduler will work with you to make the changes.

CANCELLING EVENTS

As a requestor, at this time you CANNOT use 25Live Pro to cancel your event once it has been submitted.

- If you must cancel an event that has already been confirmed and booked, please email the event scheduler who confirmed your reservation. Find the reservation confirmation email and reply to it with your requested cancellation.

- If you need to cancel an event before you receive a confirmation, you can email the System Administrators of 25Live, 25live_feedback@fordham.edu

HELP AND SUPPORT

Please refer to the [online documentation](#) and [Frequently Asked Questions](#) on the 25Live website. If you still cannot find an answer you are looking for regarding 25Live, please email:
25live_feedback@fordham.edu

Online Help: *On the top right-hand side of the 25Live Pro site, click on the* ⑦ Help *link to go to documentation provided by CollegeNet, the parent company of the 25Live application.*