



Check on the Status of Your Request in 25Live

From the Home Dashboard:



- Go to the **Your Upcoming Events** channel, which is located in the center column
- Click on “# Events in which you are the Requestor”
 - o You will have a choice of 2 views: List or Calendar

- o **List View** – shows the name, reference, type, dates and Event State. It is here where you can determine if an event is Confirmed, Denied, Cancelled, or still Tentative/Pending

Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Start Time	Creation Date	State	Locations	Resources	Scheduler
Joe's Event	Joe's Event with Pizza	2019-ACLXDP	CAMPION INSTITUTE	Reception	Rose Hill Campus	Requestor	Thu Sep 26 2019	8:30 pm	Wed Sep 25 2019 4:54 pm	Cancelled			Fordham Eventspaceh

- o **Calendar View** – defaults to a 1 week view. Anything crossed out is Denied or Cancelled. You will have to click on the event name to determine if it is Confirmed/Approved or still Tentative/Pending

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
September 22	23	24	25	26 9:00 pm – 10:00 pm Joe's Event	27	28

- While in the **List View**, you can click on the ‘star’ to make it a favorite.

	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Start Time	Creation Date	State	Locations
	Joe's Event	2019-ACLXDP	CAMPION INSTITUTE	Reception	Rose Hill Campus	Requestor	Thu Sep 26 2019	8:30 pm	Wed Sep 25 2019 4:54 pm	Cancelled	

- o You can view all ‘Favorite’ events by going to **Your Starred Events** or the **My Starred Event Searches** channel

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



link to go to documentation