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”
  - You will have a choice of 2 views: List or Calendar
  - **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
  - While in the **List View**, you can click on the ‘star’ to make it a favorite.
  - You can view all ‘Favorite’ events by going to **Your Starred Events** or the **My Starred Event Searches** channel

- **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

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