Approve an Event in a Location
APPROVE AN EVENT

25Live Pro Website: https://25live.collegenet.com/pro/wpunj

NOTE: Tentative event requests will be displayed on the location availability and calendar pages. These requests are not confirmed until the requester has received a confirmation from the Events and Conference Scheduling Office or other Location Scheduler after receiving all necessary approvals.

1. Receive an email about a task in your inbox.

This is an automatic update from 25Live for your WPconnect account. Do not reply to this email.

The following activity has occurred in 25Live. Click the reference number to see full event details.

Senior Send-Off Celebration (2019-ABBCHS) – made a request for UC BALLROOM ABC

You are receiving this email from 25live.collegenet.com/wpunj because email notifications have been enabled for 25Live tasks. If you have questions, please contact your 25Live administrator.

2. Click on Sign In in the upper right-hand corner of 25Live Pro and login with your WPconnect username and password. Once logged in, you will see the last page you were on in the system. Choose Tasks or Outstanding Tasks.

NOTE: Your dashboard is customizable so these selections will be located where you have placed them.
3. Click on the event name to view all of the event details.

4. You can review information about the different aspects of the event by clicking on the different buttons.

   a. The Details page will provide the description, head count, location and time.
b. The Occurrence page will provide location, layout, setup time, event time and takedown time.

5. Once you have reviewed the information that you need, you can select the Task List option.

6. Based on the information you have been provided, you may select Approve or Deny.
7. Select what type of event you are approving – most events will be either **Staff/Faculty Events** or **Student Events**.

Under which heading would you like to save this event?

- I Don't Know
- Administrative Events
- RENTALS
- Staff/Faculty Events
- Student Events
- VENDORS

Save