**25Live Pro Event Management** 

## WILLIAM PATERSON UNIVERSITY

Edit an Event

## EDIT AN EVENT

## 25Live Pro Website: <u>https://25live.collegenet.com/pro/wpunj</u>

## NOTE: YOU CAN ONLY EDIT EVENTS THAT ARE CURRENTLY IN DRAFT STATE. TO EDIT AN EVENT THAT HAS BEEN CONFIRMED PLEASE EMAIL <u>EVENTSCHEDULING@WPUNJ.EDU</u>.

You can request an edit of your event(s) at any time (3 business days is preferred). If AV resources are selected, it is not guaranteed that resources will be provided if requested with short notice. All edit requests must be approved by the Events & Conference Scheduling. Please do a **Location Search** to ensure that the requested time and location are available.

1. 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. Select **25Live Pro** at the top of the page.

WILLIAM PATERSON Will. Power.	ty 25Live Pro	Sample Student 📃 More
	Q Go to Search	Recently Viewed
Q Quick Search ^	Find Available Locations	Your Starred Events
Search Events Q	I know WHEN my event should take place help me find a	25Live Pro Test Event 🖄 😭
Search Locations Q	OR	Your Starred
Search Resources Q	I know WHERE my event should take place help me choose a time!	You do not have any Starred
Search Organization Q		Locations! Throughout this site you can

2. Find the event you wish to edit in your **Starred Events** (A), via **Event Search** (B), or under **Your Event Drafts** (C).

Q Quick Search	^
Search Events	Q
Search Locations	Q
Search Resources	Q
and search Organizations A	Q
Your Starred Events	^
Scheduling & Event Services Meeting	🖒 🞝

**NOTE:** Your dashboard is customizable so these selections will be located where you have placed them.

3. After locating your event details, click on **Edit Event** in the upper right section of the screen. Here you can make any changes to your event.



**NOTE:** Always read all confirmation emails and confirmation PDF attachments to ensure your event information is correct.