

25Live Pro Event Management



[Edit an Event](#)

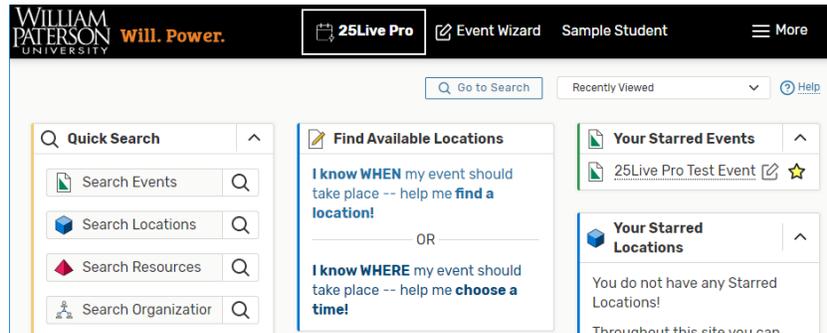
EDIT AN EVENT

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

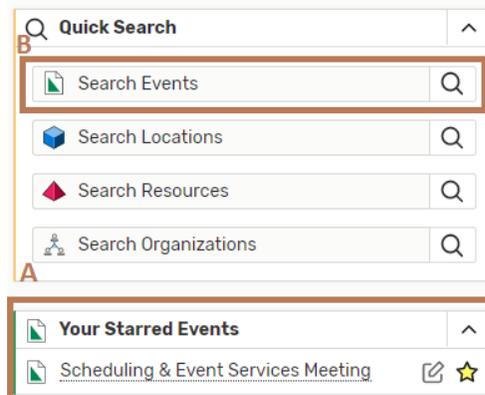
NOTE: YOU CAN ONLY EDIT EVENTS THAT ARE CURRENTLY IN DRAFT STATE. TO EDIT AN EVENT THAT HAS BEEN CONFIRMED PLEASE EMAIL EVENTSCHEDULING@WPUNJ.EDU.

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 WPCoconnect 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.

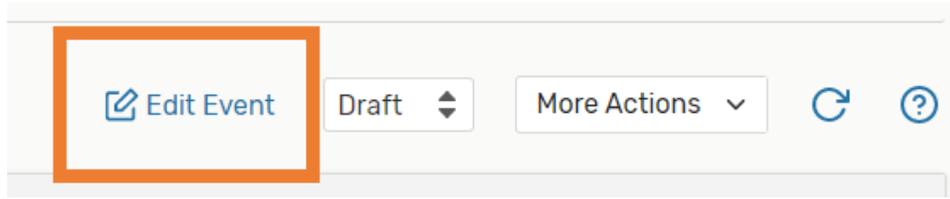


2. Find the event you wish to edit in your **Starred Events (A)**, via **Event Search (B)**, or under **Your Event Drafts (C)**.



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.



Click **Save** on the bottom of the page.



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