Your Event Search

To monitor your events in 25LIVE you will first need to create a search for all events that you are the REQUESTOR.

Open Firefox

Open 25LIVE

If you prepped your FireFox you can click on the 25LIVE button

If you did not you can access from the University of St Thomas homepage by selecting

OR you can enter the URL 25LIVE.collegenet.com/stthomas

Log into 25LIVE

Click on the EVENTS tab

Select More Search Options

Select Your Role drop down, set to REQUESTOR
Click on EDIT in the STATES option, select as shown.
You can add Cancelled but many of you have asked how to remove your cancelled from your event listing. Not checking will remove them from the list.

Hit **GO** then select **Save Search**

Select the first option:
Name the search: My Requests
check the box to add this to Your Starred Searches if it is not already checked and Save Search

Return to the HOME tab

Find the My Starred Event Searches box

*It is recommended that you move this to your UPPER RIGHT Corner of your Home Dashboard. See Customizing your Dashboard on how to move the dashboard boxes.*

Hit the refresh icon You should now see MY REQUESTS search. At anytime you can click on this and review, monitor, edit your requests for today and future dates.

You can see your event name, title, reference number, organization you selected, type; start date, time, state and location from your search results. In 25LIVE you can also sort by column by clicking on the gray header, you can select which columns you wish to see by selecting and you can edit by selecting . *You can edit the Name, Title, Description, Contacts, add custom attribute information all from 25LIVE. Changing date, time will require your event to be processed and will release any confirmed locations you currently have. Because of this it is recommended that you submit a change request for these needs as well as any set up adjustments/additions.*