

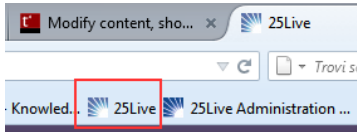
Your Event Search

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

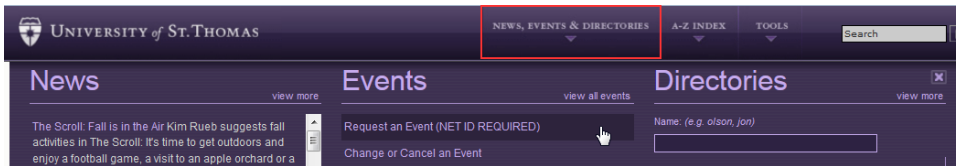
Open Firefox 

Open 25LIVE

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

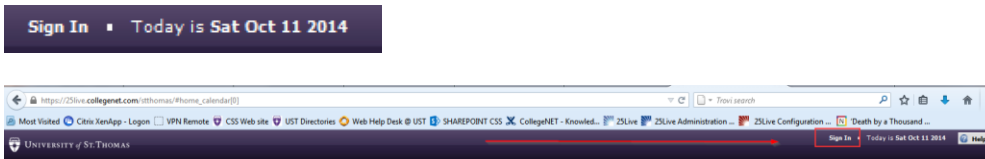


If you did not you can access from the University of St Thomas homepage by selecting

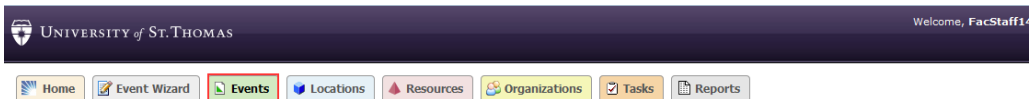


OR you can enter the URL 25LIVE.collegenet.com/stthomas

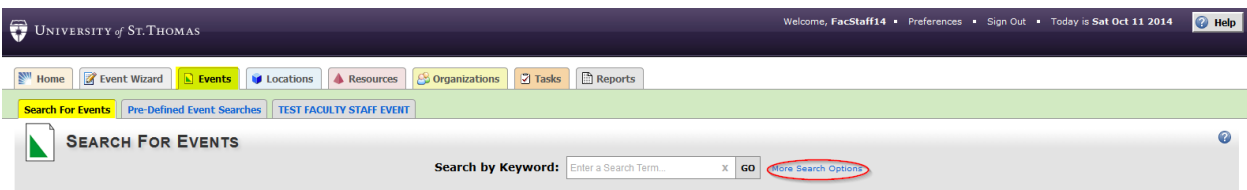
Log into 25LIVE



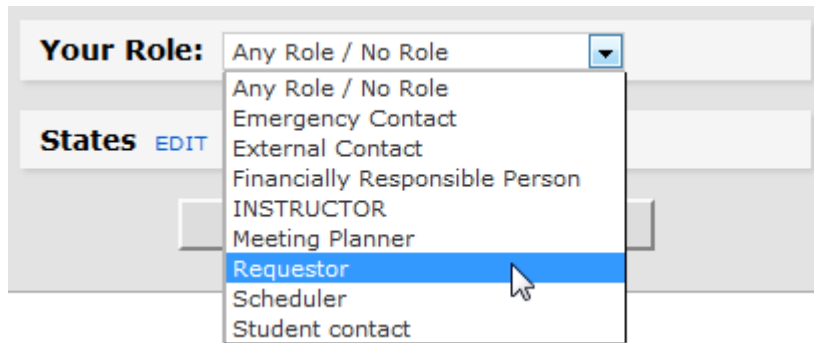
Click on the EVENTS tab



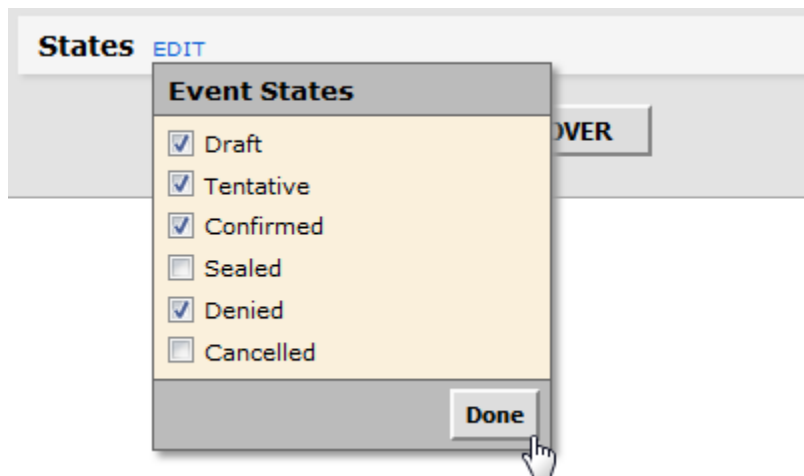
Select More Search Options



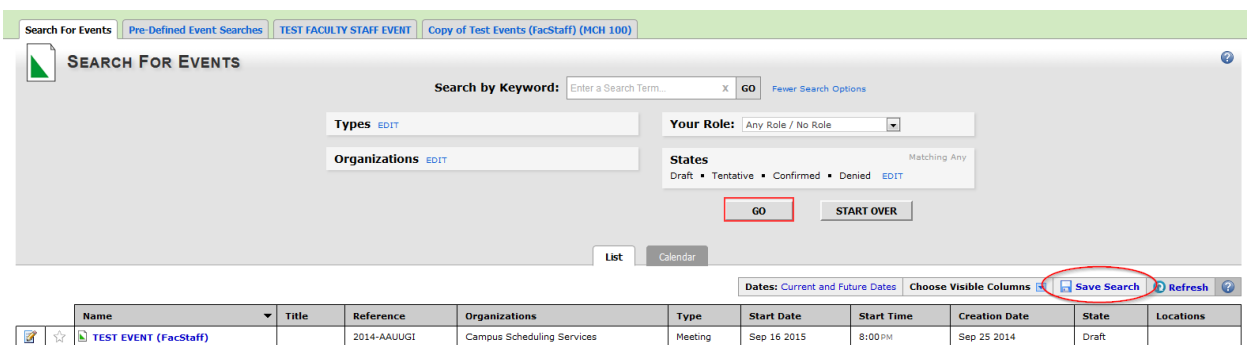
Select Your Role drop down, set to REQUESTOR



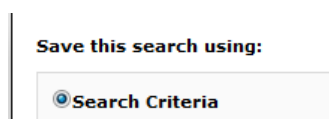
Click on EDIT in the STATES option, select as shown.
 You can add Cancelled but many of you have asked how to remove your cancelled from your event listing. Not checking will remove them from the list.



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

Save Event Search

Save this search using:

Search Criteria

Save the following criteria as a search:
Your Role: Requestor
State (Any): Draft, Tentative, Confirmed, Denied
*Saving the criteria as a search will store as part of the search all the individual selections you made to return the resulting objects.
Note: Date criteria cannot be added to 25Live searches.*

Search Results

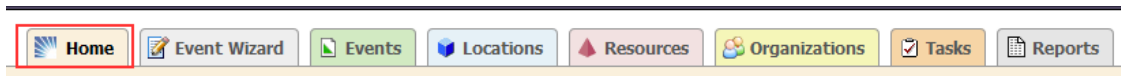
Save the following group of objects as a search:
TEST EVENT (FacStaff)
Saving these results as a search will store only the individual locations, resources, organizations, or events, not the criteria that they share.

Search Name: My Requests

Add this to Your Starred Searches.

Save Search


Return to the HOME tab

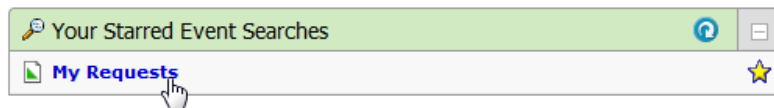



Find the My Starred Event Searches box



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 **Choose Visible Columns** 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**.*