

25LIVE

Finding your Events

25LIVE will create a list of all the events you have requested. This guide will walk you through how to find this

After you have signed in to 25LIVE, click the **(1) events** tab. Navigate to the **(2) Pre-Defined Event Searches** tab.

Select the **(3) Pre-Defined Groups** section. From the list, choose the **(4) events you have requested** list and click **(5) run**.

This list will show you all of the events you have requested in 25LIVE. This list will include tentative, cancelled, and confirmed events.

The list defaults to show you only current and future events. If you need to see a list of all events including past events, update the dates range. Click the **(6) link** next to dates. Choose **(7) search all dates** from the list and click done. Your list will refresh.

You can sort the list chronologically. Click **(8) start date** and the list will sort by oldest event to newest.

The screenshot shows the 25LIVE interface with the following elements:

- Navigation Bar:** Home, Event Wizard, **Events** (1), Locations, Resources, Organizations, Tasks, Reports.
- Search Bar:** Search For Events, Pre-Defined Event Searches (2).
- Pre-Defined Event Searches:**
 - Search Groupings:**
 - Pre-Defined Groups (3): Your Starred Event Searches, All of Your Event Searches, Supplementary Keyword Searches, Your Starred Location Searches, All of Your Location Searches, Public Location Searches.
 - Featured Events:
 - Your Starred Events
 - Events In Your Starred Locations
 - Events Using Your Starred Resources
 - Events Sponsored By Your Starred Organizations
 - Events sponsored by Organizations to which You Belong (4) - circled in red
 - Events You Are Scheduling
 - Events in which you are the Instructor
 - Run Button:** Run (5)
- Table Headers:** Name, Title, Reference, Organizations, Type, Categories, Your Role, Start Date (8), Creation Date, State, Locations, Res.
- Table Content:**

Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Creation Date	State	Locations	Res
25LIVE Training: Tasks	25LIVE Training: Processing Location Tasks	2018-ABKWGJ	Provost's Office-COL	Workshop / Training	Don't Display on Published Calendars	Requestor	May 14 2018	Apr 16 2018	Confirmed	COL ANNOUNCE 01	
25LIVE Training: Tasks Day 2	25LIVE Training: Processing Location Tasks	2018-ABKWGK	Provost's Office-COL	Workshop / Training	Don't Display on Published Calendars	Requestor	May 28 2018	Apr 16 2018	Tentative		
25LIVE Training: Tasks Day 3	25LIVE Training: Processing Location Tasks	2018-ABKWGL	Provost's Office-COL	Workshop / Training	Don't Display on Published Calendars	Requestor	Jun 14 2018	Apr 16 2018	Tentative		
Advising Info Session	Advising Info Session	2018-ABKVZD									
Careers in Entrepreneurship	Careers in Entrepreneurship Round table Discussion	2018-ABKVZA									
Careers in Entrepreneurship	Careers in Entrepreneurship	2018-ABKVZC									
- Date Filter:**
 - Dates: Current and Future Dates (6)
 - Search All Dates (7) - selected
 - Search Current and Future Dates
 - Select a Date Range
 - Done