25Live Event Scheduling | Approving/Rejecting Events

1 View your task list.

When someone requests an event in a location or with a resource for which you are assigned as an approver, you will be assigned a task in 25Live. At the end of each day, you will receive an email notification about any new tasks assigned to you that day. Additionally, upon logging into 25Live (or refreshing the page within a current 25Live session), the number of outstanding tasks will appear in the toolbar.

Access your task list.

1. Select the **Tasks** button in the top toolbar.



Matching Tasks											
Event ~	Title –	Task Item -	Туре –	Status –	Actions	Respond By –	First Date -	Reference -	Assigned By –	Assigned To –	Scheduler -
TEST EVENT		TBA 212 - Dining Room A	Assign	In Progress	Assign	Wed Jun 29 2022	Sat Jul 30 2022	2022-AABGVD	campusevents	You	campusevents

[®] Review your outstanding task(s).

1. To view the details of the event, select the event name in the **Event** column.

1		7 Tentative		2022-AABC	VD Sat Jul 30 2022 2:00 pm - 3:00 pm	e			
	Details Occurrence	es Calendar Schedule Task List	Pricing Audit T	frail		Wore Actions			
	Edit Mode Off On				C Edit Event Tentative	C 🕜 Holp			
List Calendar	General			^	Event Categories	^			
4 Matching Tasks	Event Name:	TEST EVENT		¢		Add			
Event V Tit	Event Title:			C	Custom Attributes	^			
TEST EVENT	Event Type:	Meeting		* *	X. Check here if the event will involve the participation of minors? (If we arewar the additional				
0	Organization:	Campus Event Services		\$ ¥	questions below)				
	Requestor:	campusevents		~		No Yes			
	Scheduler:	campusevents 🎡		~					
	Head Count:	expected	2	Ľ	X Will there be outdoor amplified sound at this event?	No Yes			
		registered	0	C	X Will your event include serving alcohol? (If yes, answer the additional question below	w)			
	Description:	Description goes here.		C		No 🔵 Yes			
	Comments:	No additional comments.		C					
	Internal Notes:			C	X Will your event require catering services?	No Yes			
	Confirmation Text:			¢	X Will your event involve selling food or merchandise?	No Yes			
	Attached Files:								

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2. To view the details of the location or resource being requested, select the **Task Item**.

			Edit Assignment Request	() ×	
List Calendar			Associated Event: TEST EVENT	Task Name: TBA 212 - Dining Room A	
4 Matching Tasks			Event Date:	Comment:	
Event ~	Title	– Task Item –	Typ Sat Jul 30 2022		-
TEST EVENT		TBA 212 - Dining Room A	Nes Due Date: Wed Jun 29 2022	Actions:	
			Assigned To:		
			Rash, Mark		

- 3. Select an action to take on this task:
 - a. If you approve of the location or resource requested for this event,
 - i. Select 👍 Assign.
 - ii. Allow a few seconds for the assignment to complete. This action *only assigns* the location or resource to the event. It does *not* move the event from *tentative* to *confirmed* state.
 - iii. Select the event name from the **Event** column.
 - iv. In the upper right, change the **Event State** dropdown from **Tentative** to **Confirmed**. This will complete the event approval and send an email notification to the scheduler.

Draft Tentative Confirmed Sealed Denied Cancelled	View:	All Assigned Tasks	*	C	Help

- b. If you do not approve of the location or resource,
 - i. Select 🖓 Deny.
 - ii. Allow a few seconds for the assignment to complete. This action *only denies* the location or resource for this event. It does *not* cancel the event or remove it from *tentative* state.
 - iii. If you need to also cancel the event, select the event name from the **Event** column and, in the upper right, change the **Event State** dropdown from **Tentative** to **Cancelled**. This will complete the event denial and send an email notification to the scheduler.
 - iv. Notify the scheduler and/or requestor of the location or resource denial, including an explanation and any additional information regarding how the individual might edit the event for a successful approval.

You can also view and manage tasks while viewing an event in 25Live. To do so, select the **Task List** to view all tasks associated with the event. From here, you can approve or deny requests, after which you must also be sure to update the **Event State** dropdown from *Tentative* to either *Confirmed* or *Cancelled*.

Related Events C Edit Event Tentative View: All Assigned Tasks C () Help Approve Checked Deny Checked C C C C C											
		Task Item -	Туре –	Status -	Actions	Flagged	Respond By -	First Date -	Assigned To -	Comments -	
		PTS-Parking for Guests	Assign	In Progress	None		Thu Jun 30 2022	Sat Jul 23 2022	▼ AASPA, AASPA; APIUser; Colter, Shane L; Hughes, Kim; LYNXadmin; Owner, Object; Workman, Stephanie V; publish25; report25; service25	Request was assigned to system administrators because there are no users with approval permissions. Please add approval contacts for this resource.	
		B TBA 212 - Dining Room A	Assign	Denied	None		Thu Jun 30 2022	Sat Jul 23 2022	▼ You and Boutwell, Kylea Grace; White, Mary Theresa;	Ľ	