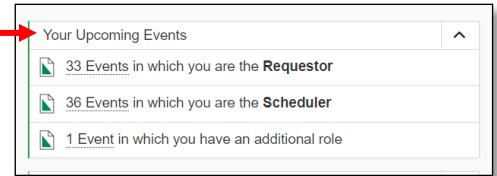


QUICK GUIDE FOR EDITING A RESERVATION IN 25LIVE PRO

Go to <https://25live.collegenet.com/pro/lbcc#!> (please use Google Chrome or Mozilla Firefox browsers).

Step 1 - Go to the 25Live Dashboard page. Locate the Your Upcoming Events field. Click on one of the 2 top links shown here.



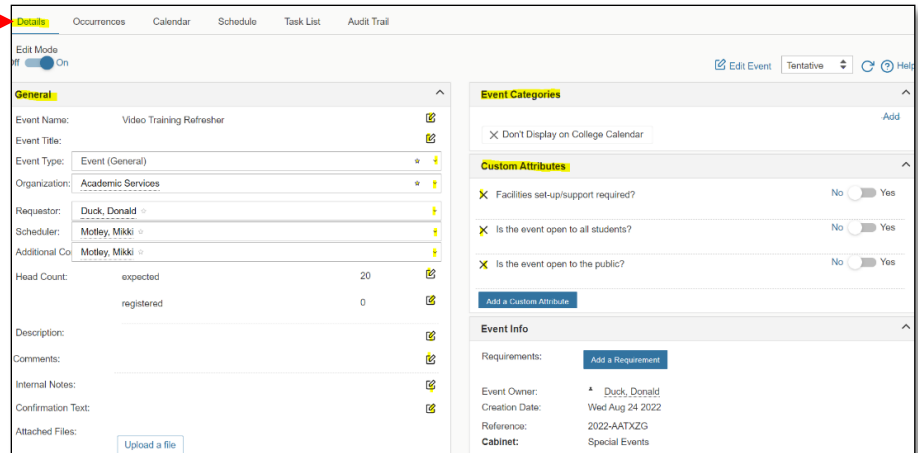
Step 2 – A list view showing All of Your Upcoming Events will display. From the name column; click on the event name you want to edit.

After you click on the event name; a new window with your event will display to allow editing.

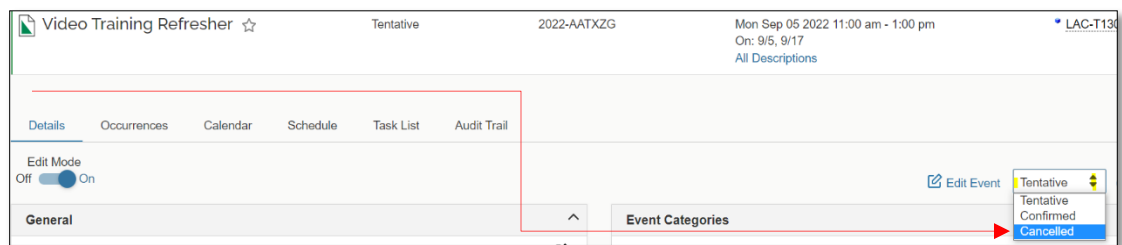
Name	Title	Reference	Organizations	Type	Start Date	Start Time	State	Locations
Test		2022-AATZBW	Academic Calendar	Event (General)	Mon Aug 29 2022	5:00 am	Cancelled	
Video Training Refresher		2022-AATXZG	Academic Services	Event (General)	Mon Sep 05 2022	11:00 am	Tentative	LAC-T1300
Flex Day		2021-AASXJV	Academic Calendar	Calendar Announcement	Tue Sep 20 2022	12:00 am	Confirmed	
LBUSD Student Summit 9.28		2022-AATZLJ	Long Beach College Promise	Event (General)	Wed Sep 28 2022	7:00 am	Tentative	LAC-B103A, LAC-D143, LAC-D144, LAC-D228, LAC-D235, LAC-T1338

Step 3 – From the Details tab you can make changes to any highlighted field shown on this tab of your event such as: Event Name, Contact Information, Upload files and Cancelling the event as well.

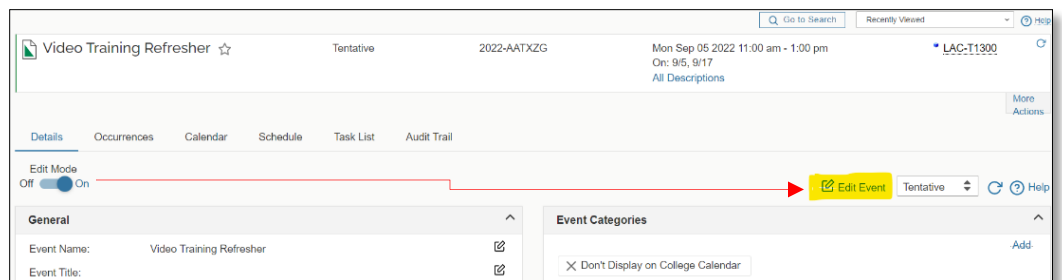
- You can also change: Contact Information, Upload Files or changing Custom Attributes on this page.



Step 4 – To **CANCEL**, your request, click on the drop-down menu of the Event State field as shown here and select cancel.



Step 5 – To edit time, date, locations or repeating occurrences; click on Edit Event. This will open a new window and place you on the Event Form page.



All of the below edits will be made on the Event Form page of your event.

• **Changing Date/Time of primary event date**

- **Step 1** - Go to the Event Date and Time field.
- **Step 2** - Click on the field you want to adjust & change to new date or time.

Please note: When editing date/time; you may need to request your location again.

• **Changing Location of primary event date**

Step 1 - Go to the Locations Search field

Step 2 - Click on Reset

Step 3 - Input your new space # in one of the below formats: T1200, T1, GG238, GG2 into the Search Locations field or use the Saved Searches field to display public searches.

Step 4 - Request your interested space.

Step 5 - Make sure it has been added to your event.

The image shows two screenshots from the event management system. The top screenshot is the 'Event Date and Time' field, which is required. It shows a date of 'Mon Sep 05', a start time of '11:00 am', an end time of '1:00 pm', and a duration of '2 Hours'. The bottom screenshot is the 'Locations Search' interface. It features a search bar, a 'Reset' button, and a 'Search' button. Below the search bar is a list of 'Saved Searches (optional)' including 'Classrooms - All Active', 'Classrooms - ALL LAC', 'Classrooms - ALL PCC', 'Conference Rooms - LAC', and 'Conference Rooms - PCC'. A red arrow points from the 'Locations Search' field in the text to the search interface. Another screenshot shows a table of search results with columns: Add, Name, Title, Default Capacity, Availability, and Conflict Details. The table lists 'LAC-T1200' (LAC-T1200 Multi-Purpose Room, Capacity 150, Availability 3/3) and 'LAC-T1300' (LAC-T1300 Lecture, Capacity 75, Availability 3/3). A yellow circle highlights the 'LAC-T1300' row, and a red arrow points to it from the text below.

• **Changing Dates/Times/Locations on Repeating Occurrences**

The image shows a 'Repeating Pattern' calendar for September 2022. The calendar grid shows dates from 29 to 09. The 18th, 19th, 20th, 26th, and 27th are highlighted in blue, indicating they are part of the repeating pattern. The 30th is highlighted in dark blue, indicating it is the primary occurrence.

Step 1 - To change any date (other than your primary one); go to the Repeating Pattern calendar and click on the date(s) you want to add or remove.

Step 2 - If you are removing a date or location; an occurrence pop-up window will display. Change the event state to cancelled or click on remove date and this will remove date and location.

Please note: When editing the date/time; make sure your location has no new conflicts.

Step 3 - To edit times; you will click on the Repeating Pattern calendar date you wish to adjust. A Date Occurrences pop-up window will display. From this window you will be able to click on the times column to change your start or end time.

The image shows a 'Date Occurrences (Sun Sep 25 2022)' pop-up window. It contains a table with columns: In, Dates, Times, Comment, State, Locations, and Remove. The table shows one occurrence for 'Sun Sep 25 2022' with a time of '12:00 p' and '2:00 pm', state 'Active', and location 'LAC-D228'. A dropdown menu is open over the 'Active' state, showing options: 'Active', 'Active', and 'Cancelled'. There are buttons for 'Include Only Missing Locations', 'Include Only Missing Resources', and 'View All'.

The image shows the 'Repeating Pattern' calendar with a table below it. The table has columns: Dates, Times, Comment, State, Locations, and Remove. It lists occurrences for 'Sun Sep 18 2022' and 'Mon Sep 19 2022'. The 'Sun Sep 18 2022' row shows times '12:00 p' and '2:00 pm', state 'Active', location 'LAC-D228', and a 'Remove' button. The 'Mon Sep 19 2022' row shows times '12:00 p' and '2:00 pm', state 'Cancelled', and a 'Remove' button.