Finding Events You Have Requested

1. From the 25Live Pro home page, click on the Go to Search button (next to the Nothing Recently Viewed drop-down).

2. Within the “Select Object” drop-down, choose Events. Click on the Saved Searches (optional) drop-down and navigate to Events You Have Requested.

3. Make sure the List button is selected. You will see a list of all requests you have placed. The state of these requests (draft, tentative, confirmed, or canceled) will appear on the far right-hand side of this list.

Note: to only see your upcoming requests, select the Future Only button. You can also see your events in a Calendar View by selecting Calendar next to List.