Once you are logged into 25Live you should be on the Home/Dashboard tab (as shown). If you’re on ‘Calendar’ just click the ‘Dashboard’ tab. Look for the “Your Events” box in the center of this Home/Dashboard screen. Click “Events in which you are the Requestor”.

How to Find and See Information about Your Events in 25Live
The next screen will display a list of events you have requested (if instead you see a calendar, click the ‘List’ tab). This list defaults to “Current and Future Dates” – click where it says if you wish to see a specific range of dates.
Click the + sign to view all occurrences of your event. This will display the event’s start/end times, the setup or pre-event and takedown or post-event times, and all of the locations and resources that are assigned to your event, i.e., what is reserved (location) and what will be provided (resources) for your event. If you need to change your resource item/quantities, click ‘Edit this Event’. If you need to change the location, date or time, contact the space scheduler.