**Approving an Event in 25Live**

1. Log in to 25Live at <https://25live.collegenet.com/uark>



1. Click the **Sign In** Link in the upper right corner.



1. Enter your **UARK username** and **Password**.



1. Click **Log in**.
2. Your **Home** page is displayed.
3. Locate the **Tasks** section. Approval requests will be listed as an outstanding task.



7. Click on the **Outstanding Tasks** link to view tasks. Note that 25Live will not allow users to approve an event where a conflict exists. Thus, there is no need to verify conflicts.

 Click on the name of the event to open the event.



8. To approve an event, click the **Assign?** link located in green in the Task List tab.



 To deny an event request, click the **Deny?** Link located in red in the Task List tab.



9. After approving or denying the event, send an email confirmation to the event requestor. Under **More Actions** click, **Email Event Details**.





10. Select the checkbox next to the Requestor’s name along with the attach **Event Confirmation (Detailed)**  checkbox and **Include event details in body of message**. It is also recommended to add a brief note to the message body.

 When complete, click the **Send** button.

