

25Live: How to Revise Booking

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To edit the details of an event you have created:

1. Navigate to the [UWEC 25Live Pro website](#).
 2. Sign in with your UWEC username and password.
 3. Open the event and then click "Edit this Event." *Edit this Event will take you through the same steps as when you created the event, where you can change the details you originally entered, such as date(s) and time(s), name, location, comments, etc.*
 4. Once you have made the desired revisions, click the Save button.
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