

Respond to event requests | 25Live User guide

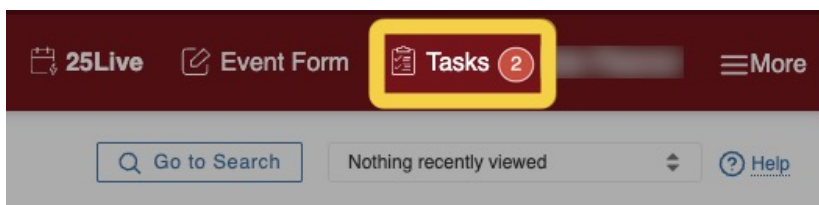
Departmental schedulers who manage publicly requestable rooms must periodically log into 25Live to check if they have task notifications. A red notification dot appears on the **Tasks** link when you have room requests to review and respond to.

All room requests come to the scheduler in a state of tentative. Schedulers may either approve the rooms and confirm the request or they may deny it. Requestors are automatically sent room confirmations by email when the request is confirmed or denied.

Instructions

View tasks for event requests

1. Click the **Tasks** link on the toolbar.



2. The task list will display your **Outstanding** tasks. These are event requests that you need to review and respond to.
3. In the left column, click the **Event** name and use the tabs to view more details about the request.
4. Go to the **Task List** tab to approve or deny the Event.

Approve all or part of an event

1. On the Task List tab, the **Location Assignments and Approvals** section displays the meeting instances and room(s) requested. You must assign or deny the requested room for each task.
2. To approve the requested room(s), click the green **Assign** icon.

3. To deny a specific requested room within a multi-meeting event but not the entire event, click the **Deny** icon for the specific rooms.
4. If multiple rooms are requested for the event, you may use the checkboxes to select the meetings and approve or deny multiple rooms at once.
5. Once you have responded to all of the tasks, scroll to the top and change the state to **Confirmed** to approve the event.
6. Upon confirming the event, a confirmation notification pops up in the lower left. A confirmation email is automatically sent to the requestor notifying them of approved rooms.

Deny an entire event

1. On the **Task List** tab, change the event state to **Denied**.
2. Confirm that you are **Denying** the Event request.
3. The tasks under **Location Assignments and Approvals** will automatically cancel when you deny an event. You can use the refresh button to visually verify the tasks have disappeared.
4. A confirmation email is automatically sent to the requestor notifying them of the denial.

Additional resources

- [Change a room assignment before confirming an event](#)