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Manage Your Departmental Space in 25Live

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1. Visit <https://25live.collegenet.com/brown/>.
2. Log in with your Brown username and password.
3. Click the "Tasks" navigation link.
4. Confirm or deny an event request using the thumbs up or thumbs down buttons.
5. If you need more information to make a decision, open an event request by clicking on the event name in the Tasks table (located in the left-most column).
6. Review the event details.
7. Change the event status to "Confirmed" or "Denied" using the status dropdown located in the top right of the "Detail" tab or switch to the "Task List" tab to confirm or deny individual event occurrences using the thumbs up or thumbs down buttons.