

## Where do I find my Requests?

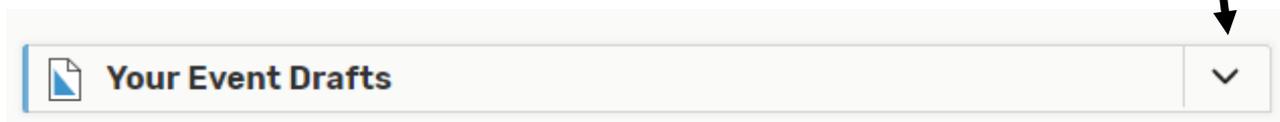
*Or “How do I know my Request was received?”*

### 1. Go to the Dashboard

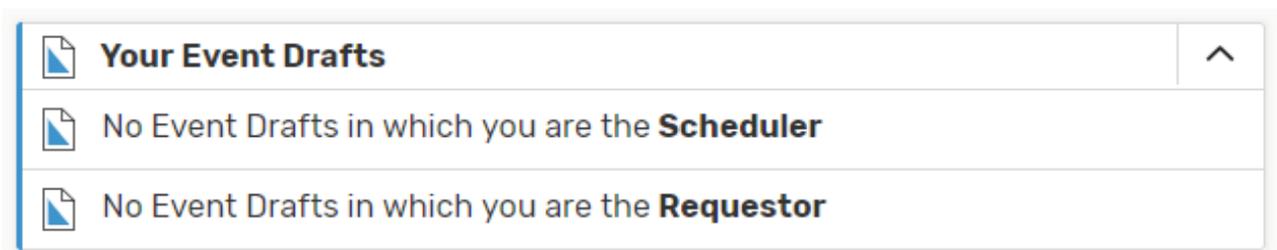
Click on 25Live Pro from any screen to return to the Dashboard.



### 2. Look at Your Event Drafts



3. Your drafts will appear below. You should be the Requestor.



4. Click into the drafts to see request details or make any updates.

5. Once E&C has approved your request and sent you a Confirmation, the event will disappear from the Drafts list.