First, a reminder: the best way to find an event you’ve requested or scheduled—and all the information you might be looking for about it—is to “star” your events. This will list the event in the “Your Starred Events” box on the Home-Dashboard screen, where it will be “just a click away.” (see Tip from August 2015 in the Tip of the Month archives for how to ‘Star’ your events).
When you log into 25Live, you will be on the Home/Dashboard tab (as shown). If you have ‘Starred’ events, click on the event name in the “Your Starred Events” box. This opens the Event Details view; skip to Slide #4. Otherwise, look for the “Your Upcoming Events” box in the center of this Home/Dashboard screen. Click “6 Events in which you are the Requestor”. 
The next screen will display a list of events you have requested (if instead you see a calendar, click the ‘List’ tab). This list defaults to the current date, so click “Current and Future Dates” to go to the specific date or date range you wish to see.

Once you’ve done this, click on the name of the event you want to check.
This is the “Event Details” screen. Click this to view all occurrences of your event. This will display the event’s start/end times, the setup or pre-event and takedown or post-event times, the space/s reserved and the resources that will be provided (and other details). If you need to change your resource items/quantities, click ‘Edit this Event’. If you need to change the location, date or time, contact the space scheduler.