# How to Create a To Do

You can create To Dos in the 25Live system to document and monitor required activities. For example, if you need to have your authorized signer approve your event billing, you can create a To Do in 25Live! for this task. These instructions will guide you in creating a To-do.

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| 1. | To begin, you will need to search for your event. From the **Events** tab,  
- Select Pre-Defined Groups  
- Select Events You Are Scheduling  
- Click | ![Search Groups Pre-Defined Groups](image.png)  
Run | ![Search For Events](image.png)  
Spring 2013 History Forum |
| 2. | When you search results appear  
- Scroll through the events to desired one  
- Click the Event Name, such as **Spring 2013 History Forum** | ![Search For Events](image.png)  
Spring 2013 History Forum |
| 3. | After the event opens, click the | ![More Actions](image.png) |
| 4. | From the menu, select **Create “To Do” Task** | ![More Actions](image.png)  
Create “To Do” Task |
| 5. | The **Create “To Do” Task** window appears. | ![Create “To Do” Task](image.png) |
| 6. | In the **“To Do” Name**  
- Enter a name for the To Do, such as **Billing Request Form follow-up** | ![“To Do” Name](image.png)  
Billing Request Form follow-up |
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| 7.   | In the “To Do” Comment,  
• Enter your reminder information |
| 8.   | In the Due Date,  
• Enter your desired date or use the date picker to select a date |
| 9.   | For the Assigned To, you have two options for assigning a “To Do.”  
• Option 1: Contacts Associated with this Event (Figure 1), see step 10  
OR  
• Option 2: Search for Contact (Figure 2), see step 11 |
| 10.  | Option 1: Contacts Associated with this Event (Figure 1)  
• Choose a contact using the down arrow for Contacts Associated with this Event  
• Select the desired contact  
• Click Create  
Skip to step 12 |
| 11.  | Option 2: Search for Contact (Figure 2)  
• Click Search for Contacts…  
• Enter your search criteria  
• Select the desired contact  
• Click Create |
| 12.  | If your “To Do” was created successfully, you will receive a message shown on the left.  
If you want to create another “To Do”, then click the Create Another To Do Task.  
Otherwise, click Close. |