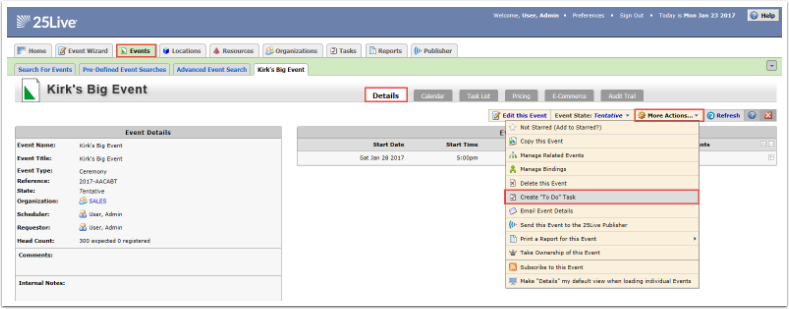
Top of Form

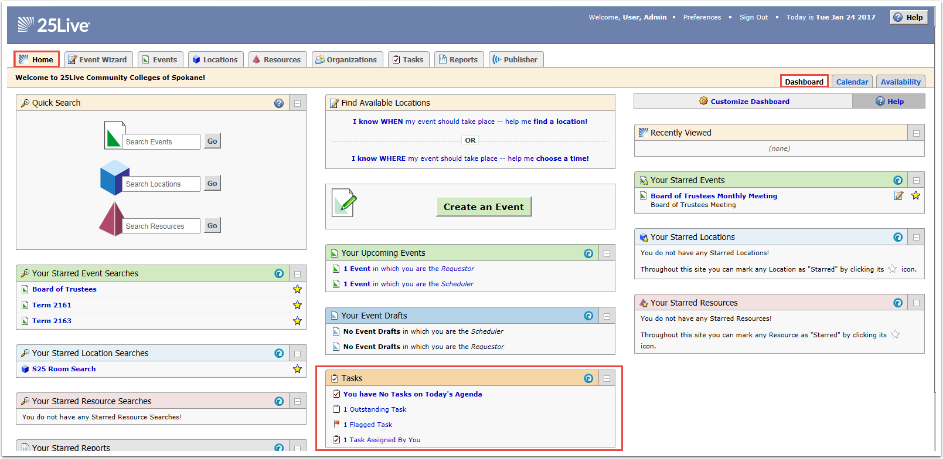
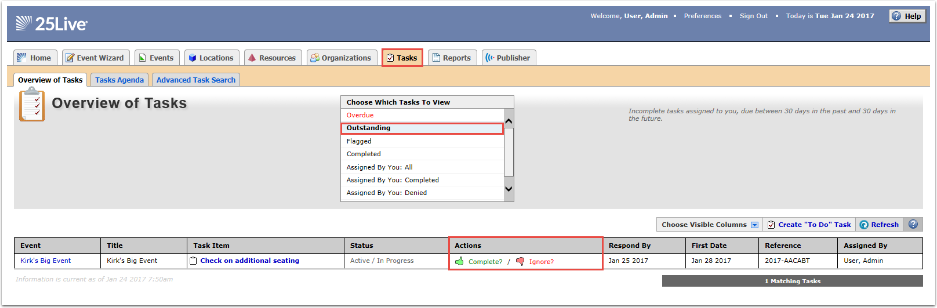
**How to Create a "To Do" Task**

**Purpose**:  Creating "To Do's" are a great way to set-up reminders for an event.  They show up in your workflow but they also notify you by email and can be set-up and sent-out to other users.

**Audience**: All 25Live users

1. Log into your 25Live user URL.
2. You can set-up a To Do for an existing event or a new event:
   * Locate Event
   * Click on the **Task List**
   * Scroll down to the **Create "To Do" Task**



1. The **Create "To Do" Task** will ask for a name of your task.  It will also ask you for date and who the task was assigned to and by whom.
2. [](http://ctclinkreferencecenter.ctclink.us/m/65092/l/688844-how-to-create-a-to-do-task/show_image?image_id=321014)When reviewing your tasks from from the Dashboard screen, you will see a list of tasks assigned **by** you and assigned **to** you.
3. [](http://ctclinkreferencecenter.ctclink.us/m/65092/l/688844-how-to-create-a-to-do-task/show_image?image_id=321016)When looking at the **Tasks** tab, you will see more details of your outstanding tasks.  In addition, you will also receive an e-mail reminder if your e-mail notification functionality is turned on.