

# 25LIVE

## Update Preferences

25LIVE defaults to a 24 hour clock. If you would like to view times in 25LIVE using the 12 hour clock, follow these directions:

Start by **(1) signing in** to 25LIVE.

Click the **(2) preferences** link in the top right portion of the page next to the “Welcome, [your name]” message.

Choose **(3) date/time preferences** from the drop down menu.

Under the date time display section, choose **(4) 12 hour clock**.

Click **(5) update preferences**.

25LIVE will prompt you to reload the session, click **(6) reload now**.

25LIVE should remember your preferences regardless of the computer you use to log-in, but if you clear your browser cache, you may need to re-set your preference settings.

The screenshot shows the 25LIVE website interface. At the top right, there is a 'Sign In' button circled in red with the number 1. Below it, a 'Preferences' link is circled in red with the number 2. A dropdown menu is open, showing 'Date/Time Preferences' circled in red with the number 3. The 'Date/Time Preferences' dialog box is open, showing the following options:

- Date and Time Display**  
Example Date and Time Display: **Wed Apr 11 2018 10:22AM**
- Date Order:**
  - Month Day Year
  - Day Month Year
  - Year Month Day
- Display Month as:**
  - Number
  - Name (Initial Caps)
  - Name (All Caps)
- Display Day as:**
  - Name (Initial Caps)
  - Name (All Caps)
- Date Separator:**
  - Space
  - Hyphen
  - Forward Slash
  - Backward Slash
  - Comma
  - Period
- Time Display:**
  - 12 hour clock **4**
  - 24 hour clock
- Calendar Start Day**  
Week start day: **Sunday**
- Availability View Display Hours**  
First Hour: **06:00 am** Last Hour: **11:59 pm** **Select All Hours**
- Time Zone**  
Your Time Zone: **Eastern Time, U.S.A. (Eastern), Canada (Eastern), Bahamas, Haiti,**

At the bottom of the dialog box, the 'Update Preferences' button is circled in red with the number 5, and the 'Reload Now' button is circled in red with the number 6.