25Live Scheduling

25Live Scheduling

CollegeNET is updating the 25Live Platform from 25Live "Classic" to 25Live Pro & 25Live Scheduling

25Live Scheduling	**25Live Pro**
- Simplified scheduling - Used by users on campus who enter event requests - Access to existing searches - Simplified calendar view	- Advanced scheduling - Used by schedulers and task approvers - Create searches and reports - View full calendar of campus events

25Live Scheduling
Updates

| What's Changing:	What's the Same:
• Simplified Event Wizard	• Your Login information
• Simplified Dashboard	• How you access 25Live
• Simplified Search Options	• Favorites/Starred items
• Back button now works	• Existing custom searches

25Live Scheduling
Program of Choice

- All University Sponsored events should be entered into 25Live
- New locations have been added to the system
  - "Off Campus Location"
    - Select this option if you have a University Sponsored event or an event using University Funds that is occurring off campus
  - "Online/Webinar"
    - Select this option if you have an event that is taking place online or in a webinar, not utilizing any space on campus, but would still like it publicized by Internal Communications
  - "Other Campus Location"
    - Select this option if you have an event that will be taking place in a campus location that is not currently listed in 25Live and make note of the location you are reserving in the requestor comments section

25Live Scheduling

- 25live.collegenet.com/csustan/scheduling

- Previously known as 25Live Mobile

- IMPORTANT:
  - Must use Google Chrome
  - Internet Explorer/Firefox is not recommended
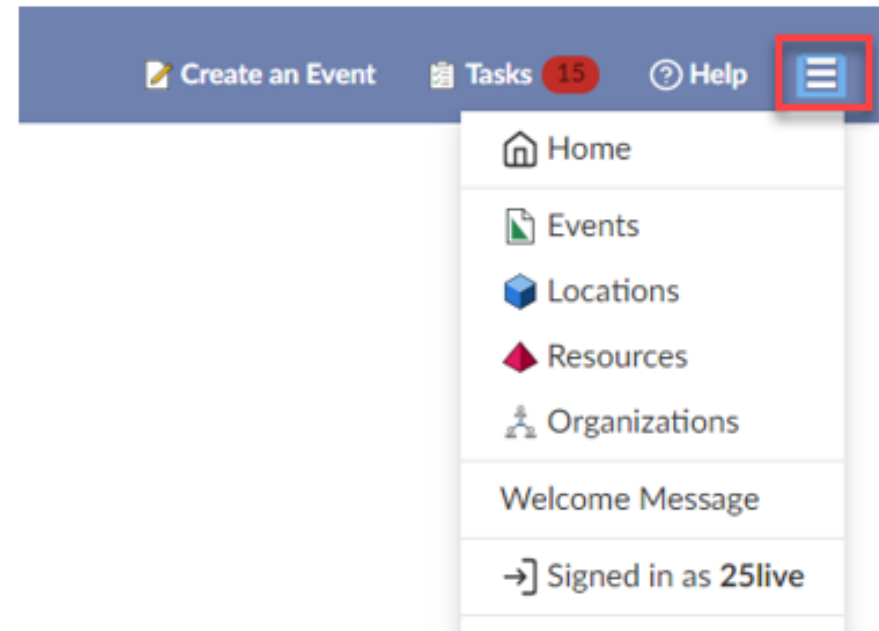
- Login using your Warrior ID credentials

25Live Scheduling
Simplified Dashboard and Search
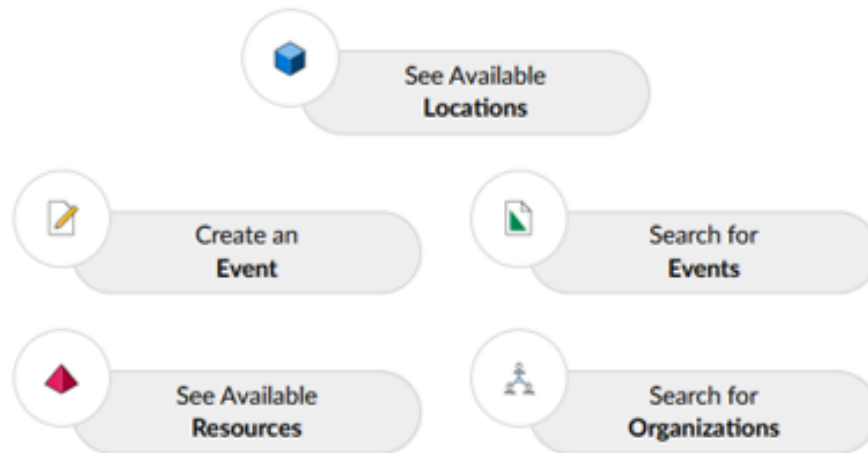
25Live Scheduling
Simplified Dashboard and Search
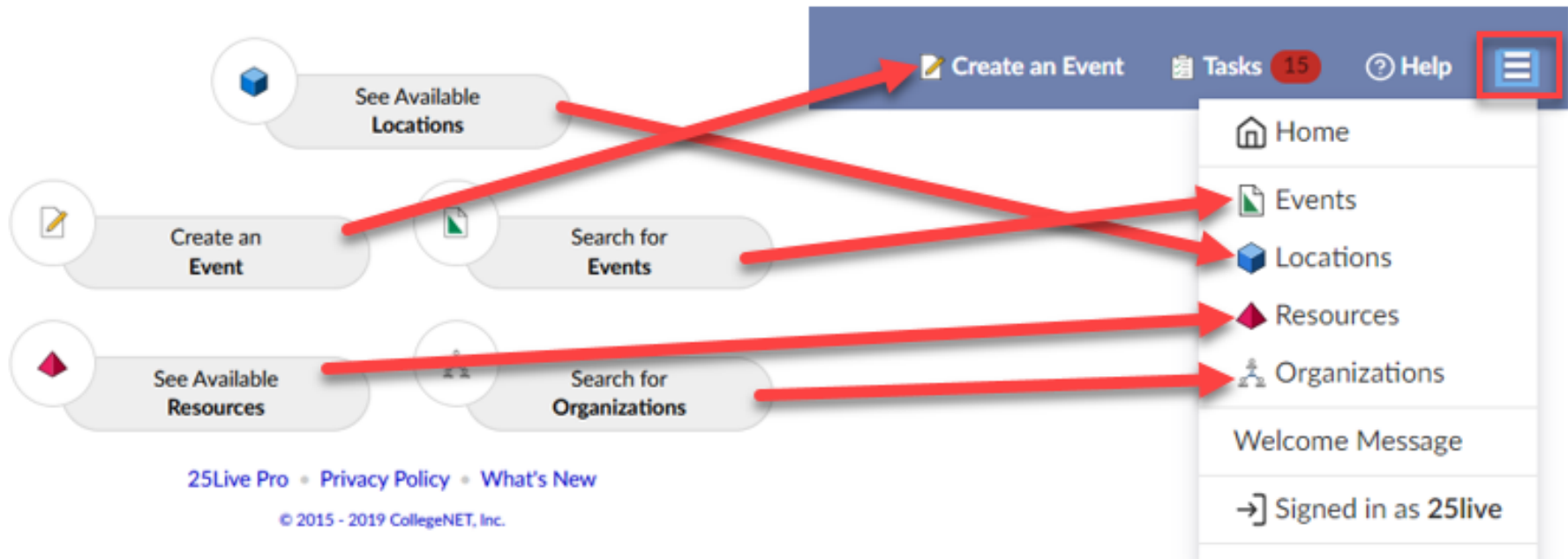
25Live Scheduling
"See Available Locations"

25Live Scheduling
"See Available Locations"

Find Locations by Name
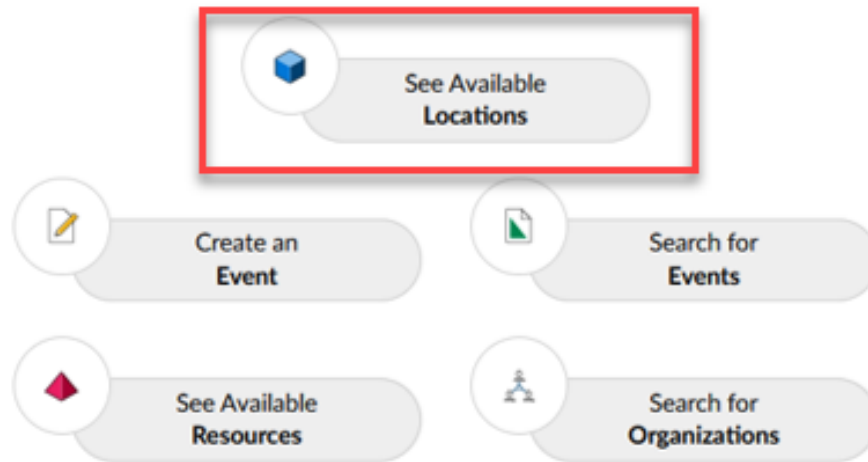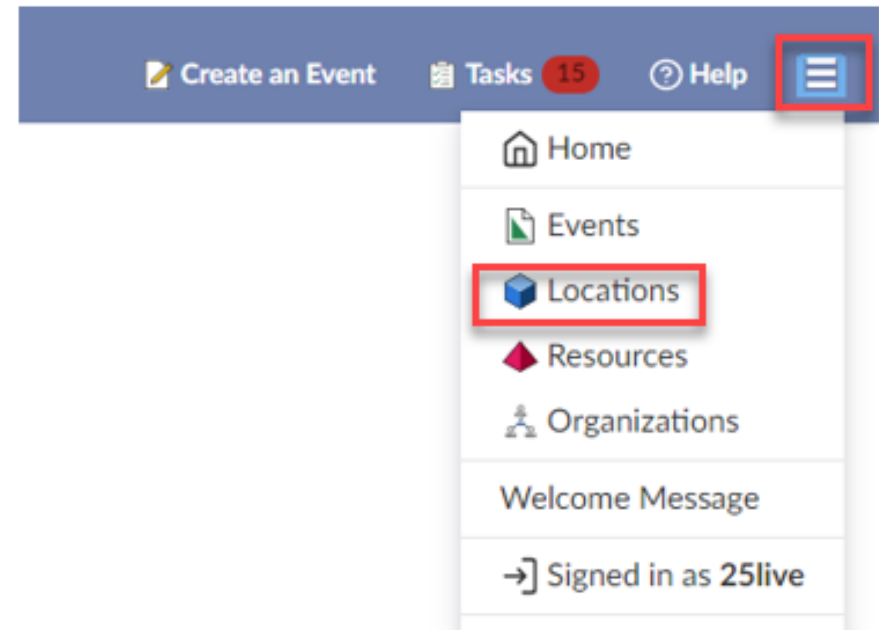
Turlock Campus Locations ▾

Checking Availability for **Oct 2, 2019, 10:00ᴀᴍ – 11:00ᴀᴍ**   Showing **Locations You Can Assign or Request**
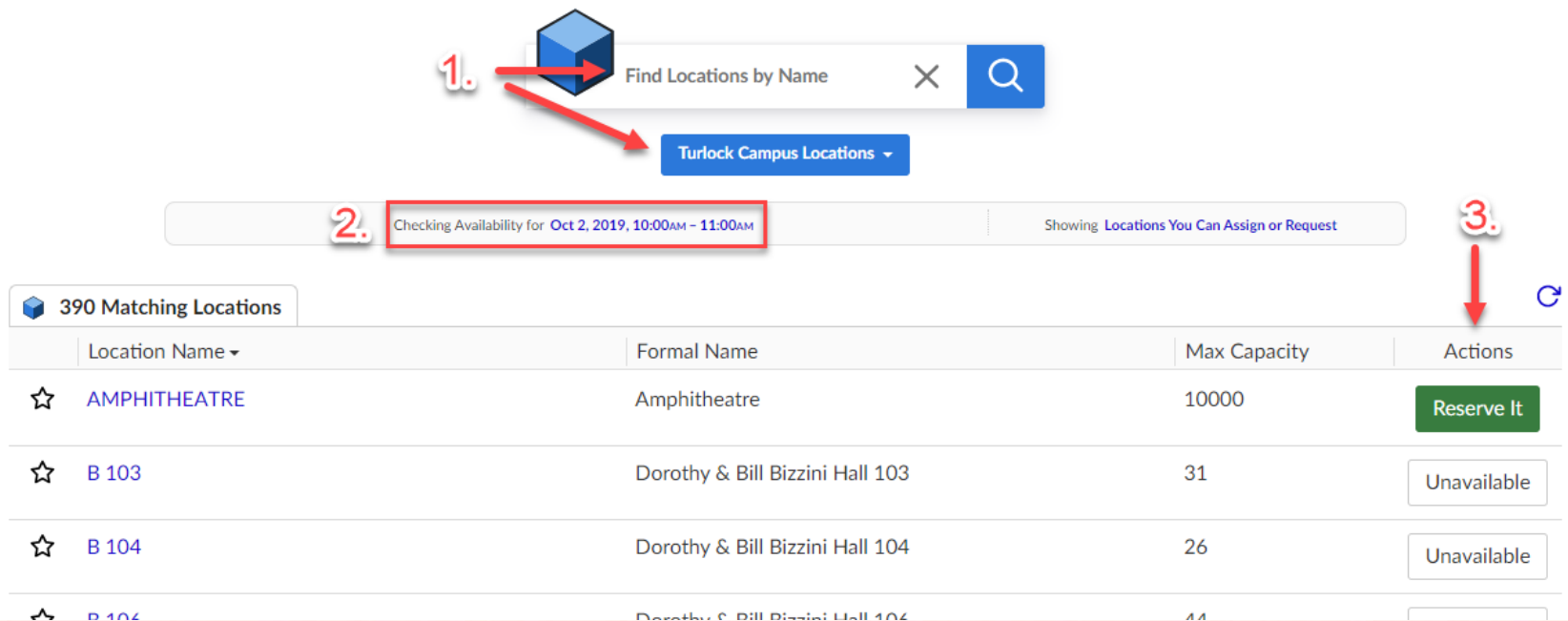
📦 **390 Matching Locations**

	Location Name ▾	Formal Name	Max Capacity	Actions
☆	AMPHITHEATRE	Amphitheatre	10000	Reserve It
☆	B 103	Dorothy & Bill Bizzini Hall 103	31	Unavailable
☆	B 104	Dorothy & Bill Bizzini Hall 104	26	Unavailable
☆	B 106	Dorothy & Bill Bizzini Hall 106	44	

25Live Scheduling
"See Available Locations"

1. Pick your location search or type in a location name
2. Change the date/time to your event date/time
3. Scroll to the location to see if available and click "Reserve It" or "Request It" to start your reservation

25Live Scheduling
"See Available Locations"

View location information by clicking on the location name

25Live Scheduling
"See Available Locations"

- Click on the tabs you want to explore
  - Schedule: Shows a calendar view of events
  - Events: Shows a list view of events
  - Summary: Shows the location details
  - Layouts: Shows the available layouts

MSR 130
Mary Stuart Rogers 130

☆   Reserve It

| Schedule | Events | Summary | Layouts |

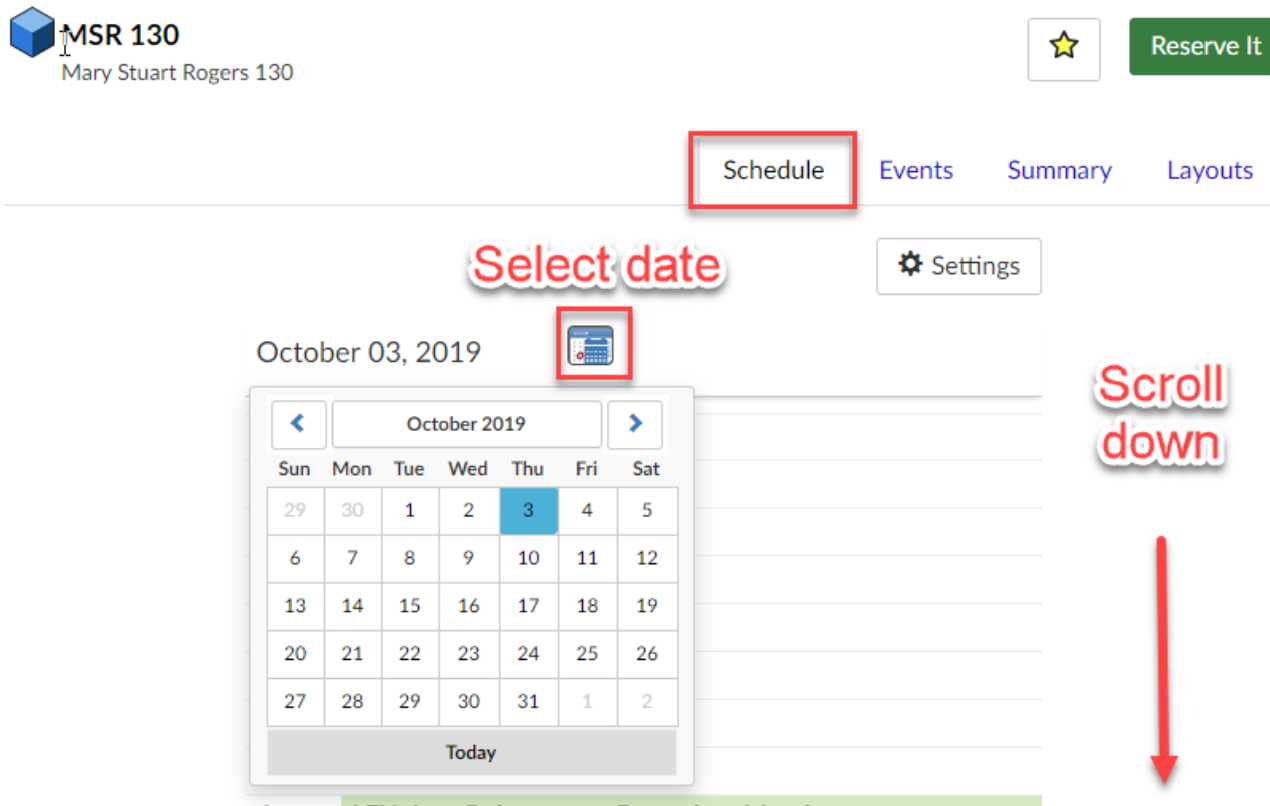⚙ Settings

October 03, 2019

12AM

1AM

25Live Scheduling
"See Available Locations"

- Schedule Tab: Shows a calendar view of events
  - Scroll down or select a date on the calendar icon
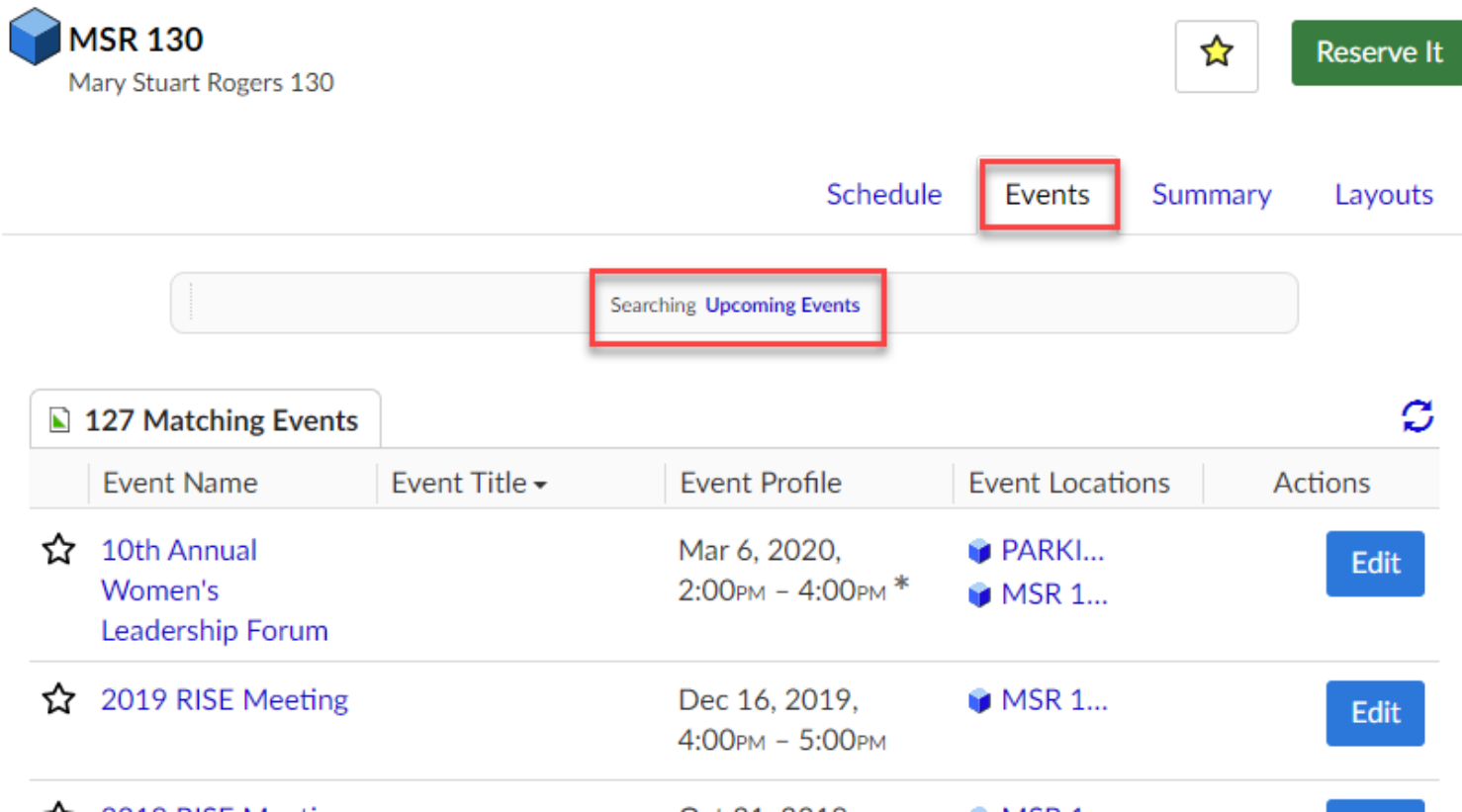
25Live Scheduling
"See Available Locations"

- Events Tab: Shows a list view of events
  - Select "Upcoming Events", "Past Events" , or "All Events"

25Live Scheduling
"See Available Locations"

- Summary Tab: Shows the location details
  - Includes Map, Max Capacity, Comments, Default Instructions, Features, Categories, and Custom Attributes

25Live Scheduling
"See Available Locations"

- Layouts Tab: Shows the available layouts
  - Shows all available layouts for the location
  - Be sure to reference the layout name in the "Event Setup Needed" section
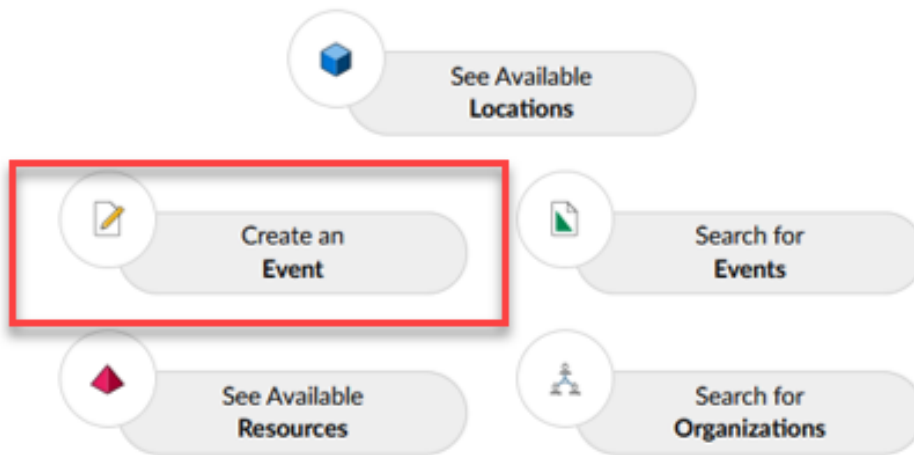
25Live Scheduling
"Create an Event"
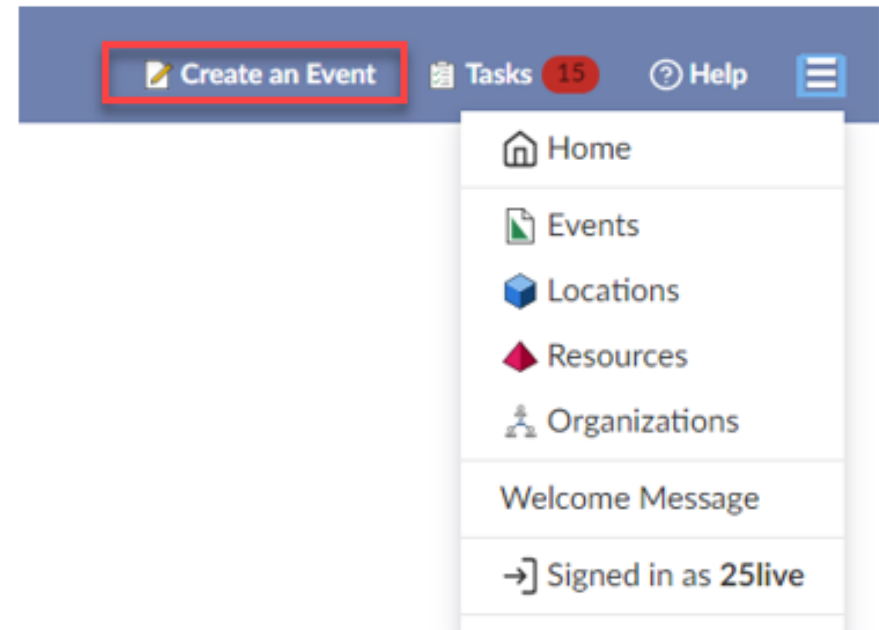
25Live Scheduling

"Create an Event"

New single page Event Wizard

Event Name

Event Type (Please choose the most appropriate option)

Primary Campus Organization Responsible for this Event

Additional Organization(s) Responsible for this Event

Expected Head Count

Event Description for the Public Calendar

Thu Oct/03/2019
9:00 am - 10:00 am

Event Repeats

Event Locations

Event Resources

Event Files

Additional Information

Event Contacts

Requirements

Publish to Calendar

Requestor Comments

Reservation summary

Please visit the 25Live website for helpful information.

Event Name

EVENT NAME

If abbreviations or acronyms are needed, please include the full name in the Event Description.

BEST PRACTICE

When writing your Event Name, make sure it can stand alone so the reader will have an understanding of your event even if only the title is displayed. Some versions of the calendar will display only the title without the description. Please review the Submission Guidelines & Best Practices for more details.

This field is required.

Help guides in each section

* Can tab through fields

Event Type (Please choose the most appropriate option)

EVENT TYPE

Select the most appropriate event type. 25Live Event Types and descriptions can be found on the 25Live Web Page.

25Live Scheduling
"Create an Event"

Event Locations

EVENT LOCATION

- Choose all of the locations you would like to reserve for this event.

- Once a location is selected, please ensure the correct layout is chosen on the drop down menu.

- If you have created a repeating event, you may select different locations for the different dates within your reservation under the "View and Modify" button. Please visit the 25Live FAQ's for information on how to complete this.

Can not currently select a layout, so please indicate in the "Event Setup Needed" Section

MSR 130 ✕ ⭐ ▾ ✓
Mary Stuart Rogers 130
Max Capacity: 144

Occurrences: Oct 3   ✓No Conflicts

Search for Locations   ▾
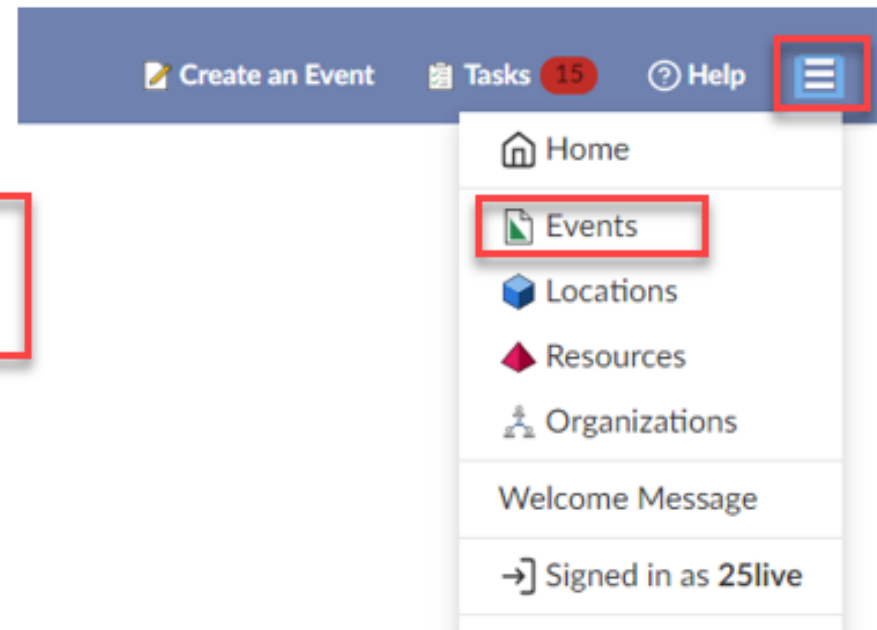
25Live Scheduling
"Search for Events"
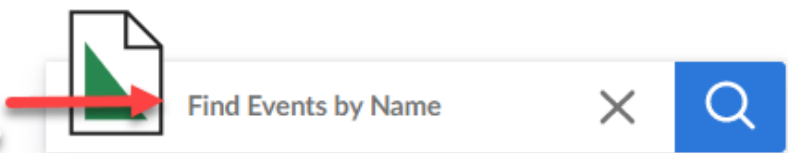
25Live Scheduling
"Search for Events"

Search events by name or use an existing search

Use Keyword or Reference Number → Find Events by Name

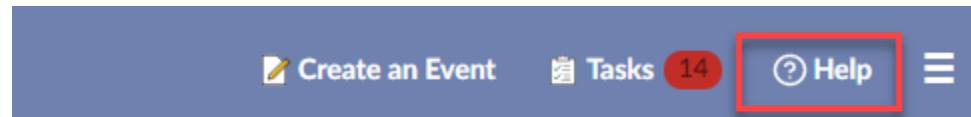Select Existing Search ← Select "Events in which you are the Requestor"

No Starred Events to Display

25Live Scheduling
"Help" Button

Access to several help topics right inside the 25Live Scheduling program!

25Live Scheduling
"Help" Topics

Getting Started
- Navigating around 25Live Mobile
- Using Starred Items
- Searching for Events, Locations, Resources, and Organizations
- Viewing event, location, resource, and organization details
- Viewing user information and preferences
- Viewing contact details
- Accessibility Tips
- Glossary

Events
- Creating events
- Creating events with Express Scheduling
- Searching for Existing Events
- Viewing Event Details
- Creating repeating events
- Choosing an event state
- Adding Setup, Pre-Event, Post-Event, or Takedown times to events

- Editing events
- Canceling an event
- Sending events to 25Live Publisher

Locations
- Searching for locations
- Viewing location details
- Scheduling an event in a specific location

Organizations
- Searching for organizations
- Viewing organization details

Resources
- Searching for resources
- Viewing resource details
- Scheduling resources for an event

Tasks
- Viewing your tasks
- Completing/Authorizing/Assigning tasks

25Live Scheduling
"Help" Further

If you have any questions regarding 25Live or making reservation requests, please contact the Reservations Office:

- Website: www.csustan.edu/25Live

- Email: 25Live@csustan.edu

- Phone: 209-667-3525