



Stanislaus  
State

25Live Scheduling

# 25Live Scheduling

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

## **25Live Scheduling**

- Simplified scheduling
- Used by users on campus who enter event requests
- Access to existing searches
- Simplified calendar view

## **25Live Pro**

- Advanced scheduling
- Used by schedulers and task approvers
- Create searches and reports
- View full calendar of campus events

# 25Live Scheduling

## Updates

### **What's Changing:**

- Simplified Event Wizard
- Simplified Dashboard
- Simplified Search Options
- Back button now works

### **What's the Same:**

- Your Login information
- How you access 25Live
- Favorites/Starred items
- Existing custom searches

# 25Live Scheduling

## Program of Choice

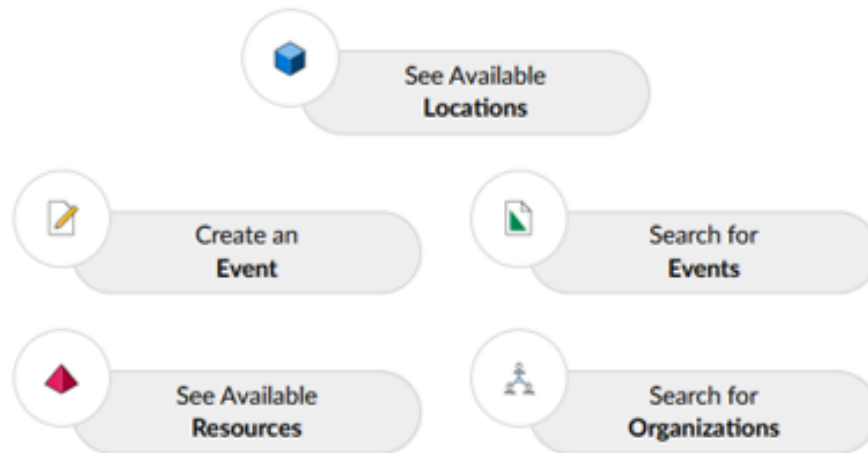
- All University Sponsored events should be entered into 25Live
- New locations have been added to the system
  - “Off Campus Location”
    - Select this option if you have a University Sponsored event or an event using University Funds that is occurring off campus
  - “Online/Webinar”
    - Select this 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](https://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

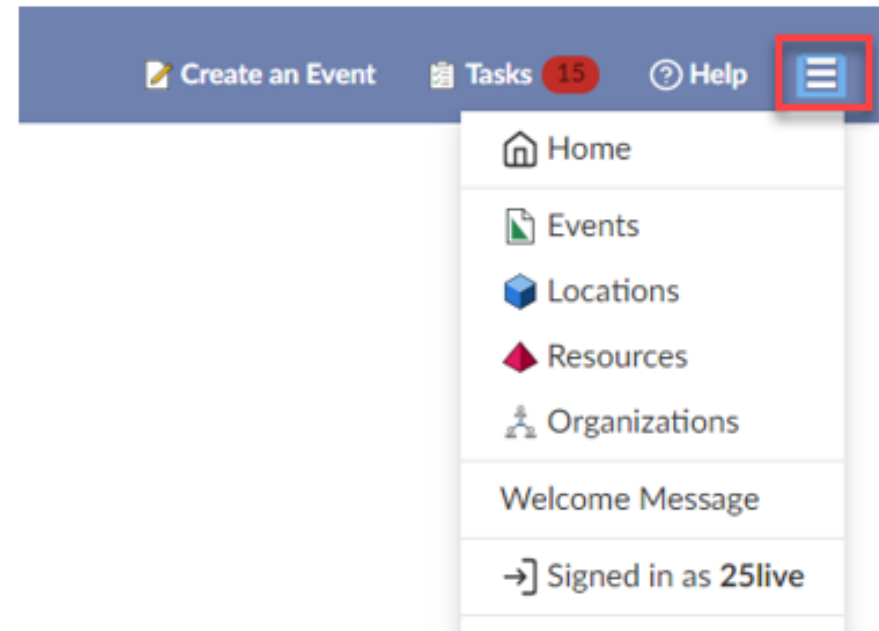
# 25Live Scheduling

## Simplified Dashboard and Search



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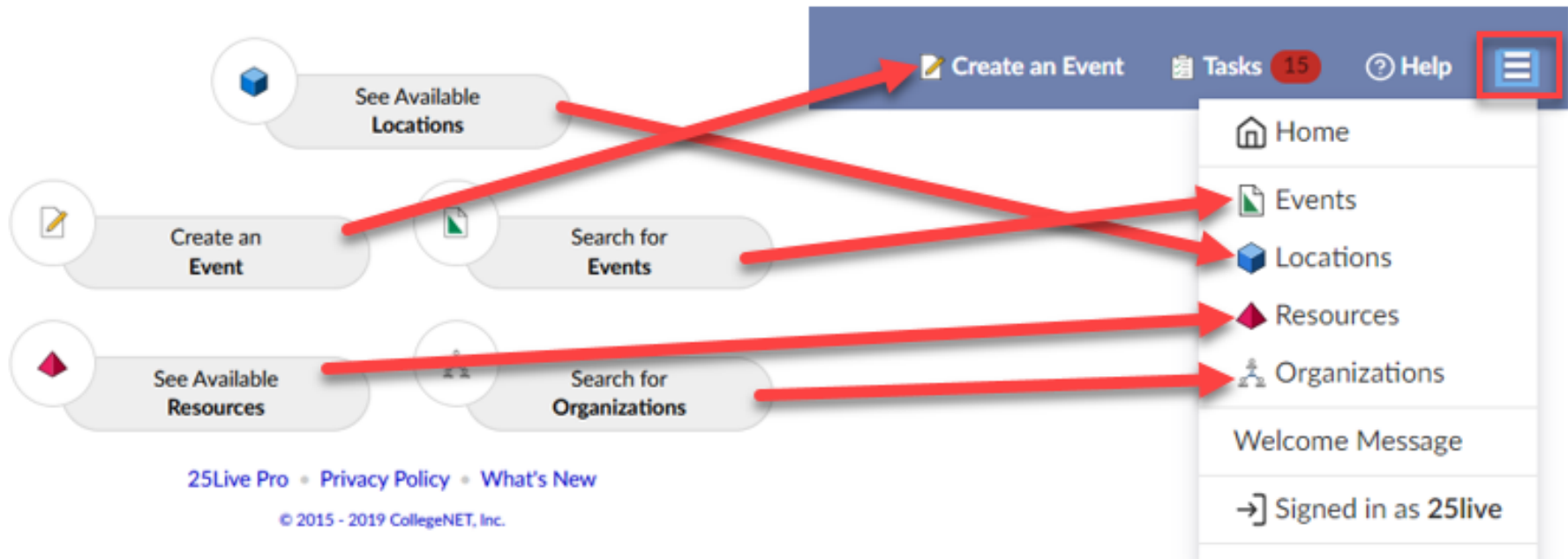
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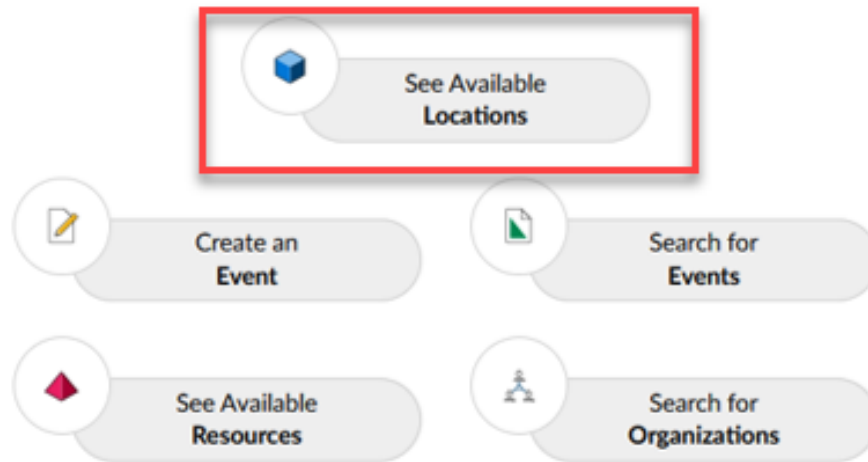
# 25Live Scheduling

## Simplified Dashboard and Search



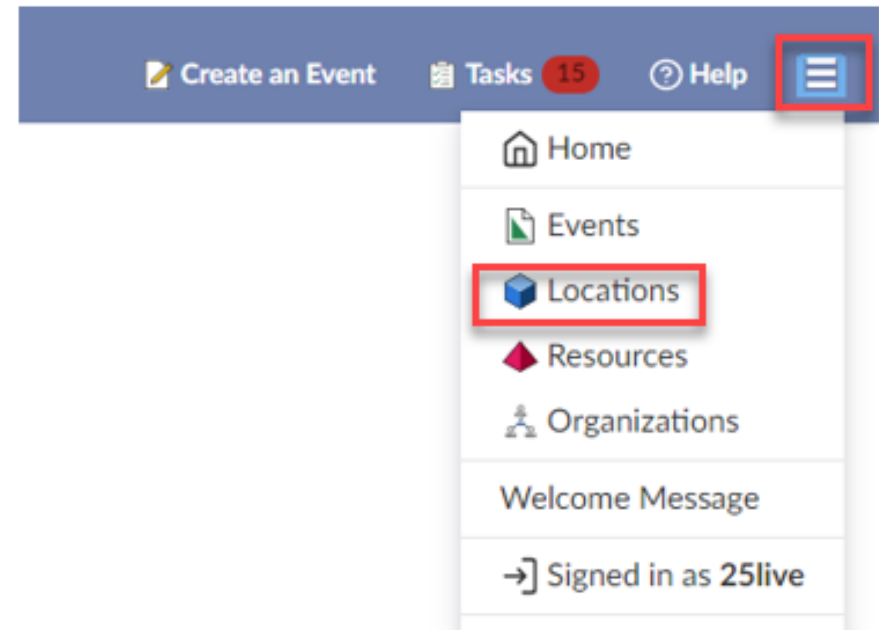
# 25Live Scheduling

“See Available Locations”



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# 25Live Scheduling

## “See Available Locations”



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Q

Turlock Campus Locations ▾

Checking Availability for **Oct 2, 2019, 10:00AM - 11:00AM**
Showing **Locations You Can Assign or Request**

390 Matching Locations

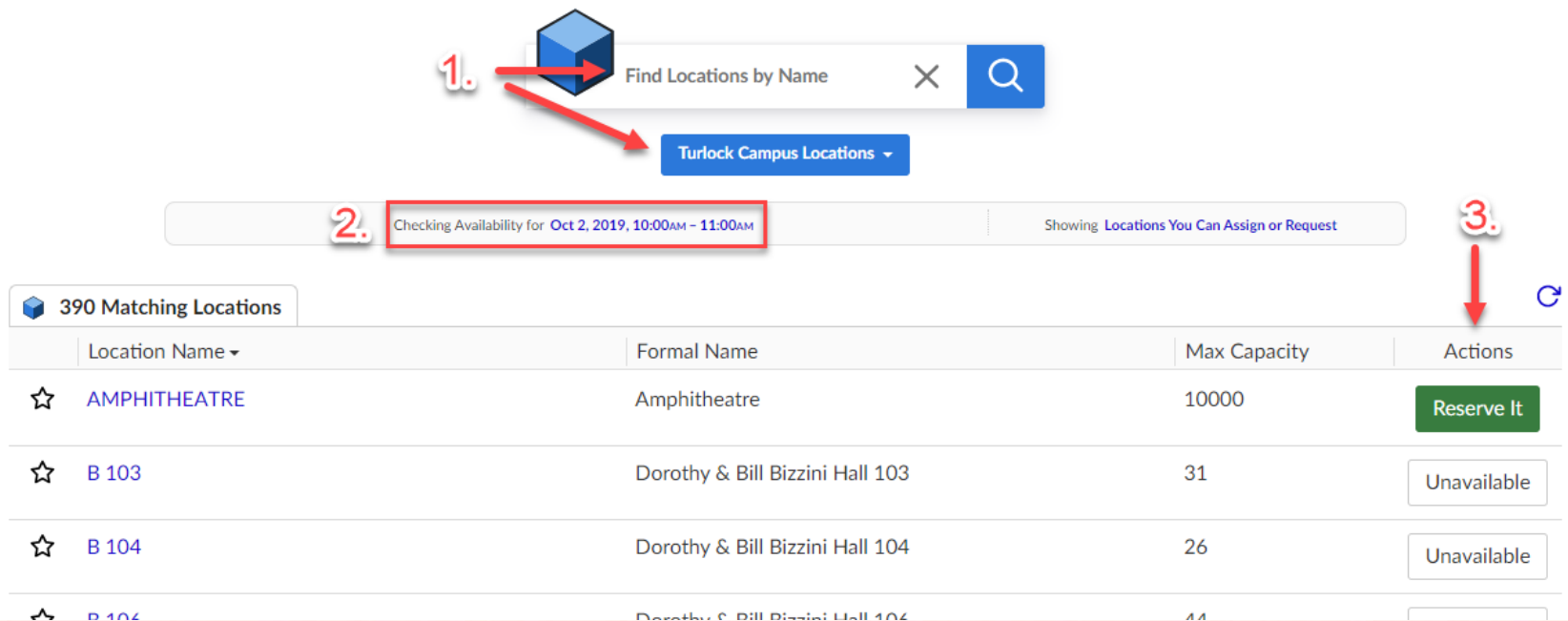


	Location Name ▾	Formal Name	Max Capacity	Actions
☆	<a href="#">AMPHITHEATRE</a>	Amphitheatre	10000	<span style="background-color: #28a745; color: white; padding: 5px 10px; border-radius: 4px;">Reserve It</span>
☆	<a href="#">B 103</a>	Dorothy & Bill Bizzini Hall 103	31	<span style="border: 1px solid #ccc; padding: 5px 10px; border-radius: 4px;">Unavailable</span>
☆	<a href="#">B 104</a>	Dorothy & Bill Bizzini Hall 104	26	<span style="border: 1px solid #ccc; padding: 5px 10px; border-radius: 4px;">Unavailable</span>
☆	<a href="#">B 104</a>	Dorothy & Bill Bizzini Hall 104	26	<span style="border: 1px solid #ccc; padding: 5px 10px; border-radius: 4px;">Unavailable</span>

# 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



The screenshot illustrates the 25Live Scheduling interface with three numbered steps:

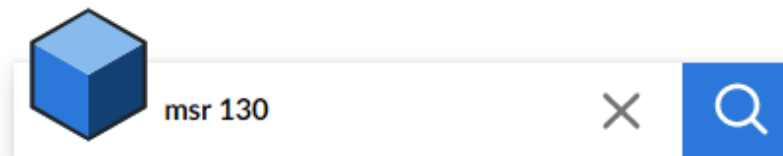
- 1.** A search bar labeled "Find Locations by Name" with a magnifying glass icon. A red arrow points to the search bar.
- 2.** A dropdown menu showing "Turlock Campus Locations". Below it, a status bar indicates "Checking Availability for Oct 2, 2019, 10:00AM - 11:00AM". A red box highlights this status bar.
- 3.** A table of 390 matching locations. A red arrow points to the "Actions" column of the first row, which contains a "Reserve It" button.

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	Unavailable

# 25Live Scheduling

“See Available Locations”


View location information by clicking on the location name





Select Existing Search ▾

Checking Availability for Oct 3, 2019, 9:00AM - 10:00AM

Showing Locations You Can Assign or Request


4 Matching Locations 

Location Name ▾	Formal Name	Max Capacity	Actions
 MSR 130	Mary Stuart Rogers 130	144	Unavailable
 MSR 130B	Mary Stuart Rogers 130B - Conference Room	8	Reserve It

# 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



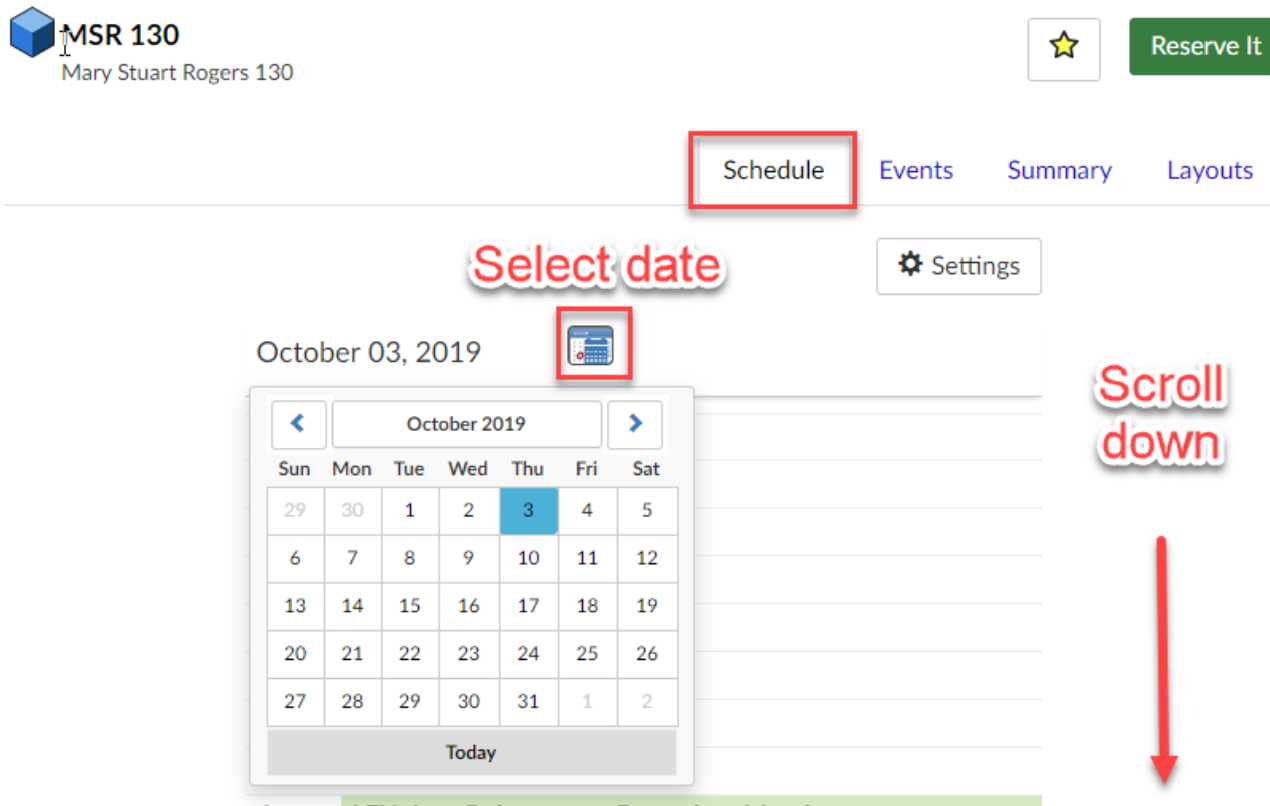
12AM

1AM

# 25Live Scheduling

## “See Available Locations”

- Schedule Tab: Shows a calendar view of events
  - Scroll down or select a date on the calendar icon



MSR 130  
Mary Stuart Rogers 130

★ Reserve It

Schedule Events Summary Layouts

Select date

Settings

October 03, 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

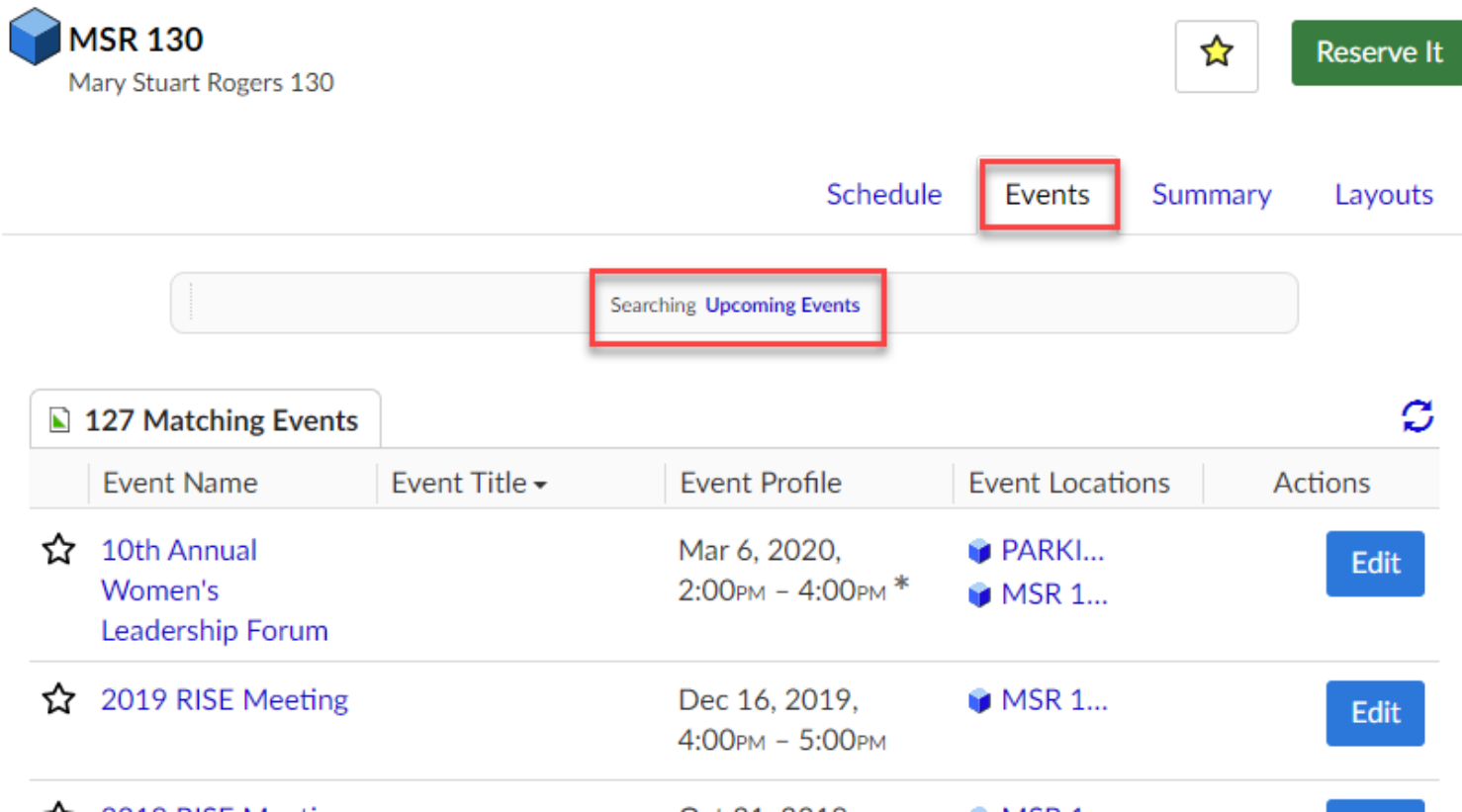
Today

Scroll down

# 25Live Scheduling

## “See Available Locations”

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



MSR 130  
Mary Stuart Rogers 130

Schedule **Events** Summary Layouts

Searching **Upcoming Events**

127 Matching Events


Event Name	Event Title	Event Profile	Event Locations	Actions
☆ 10th Annual Women's Leadership Forum		Mar 6, 2020, 2:00PM – 4:00PM *	● PARKI... ● MSR 1...	Edit
☆ 2019 RISE Meeting		Dec 16, 2019, 4:00PM – 5:00PM	● MSR 1...	Edit
☆ 2019 RISE Meeting		Dec 16, 2019, 4:00PM – 5:00PM	● MSR 1...	Edit



# 25Live Scheduling

## “See Available Locations”

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

 **MSR 130**  
Mary Stuart Rogers 130



Reserve It

Schedule

Events

Summary

Layouts

Map



# 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

 MSR 130  
Mary Stuart Rogers 130



Reserve It

Schedule

Events

Summary

Layouts

Classroom Style –  
Default

Capacity 66

Photograph



Building - 1st Floor

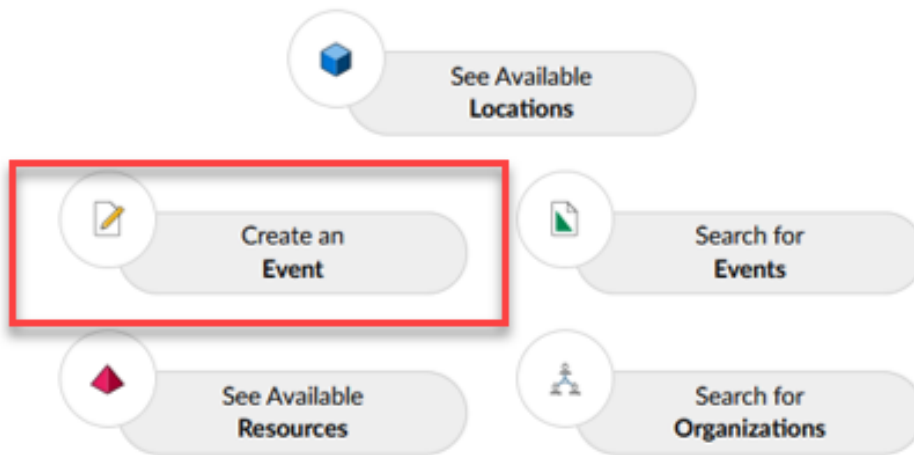
Capacity 0

Diagram



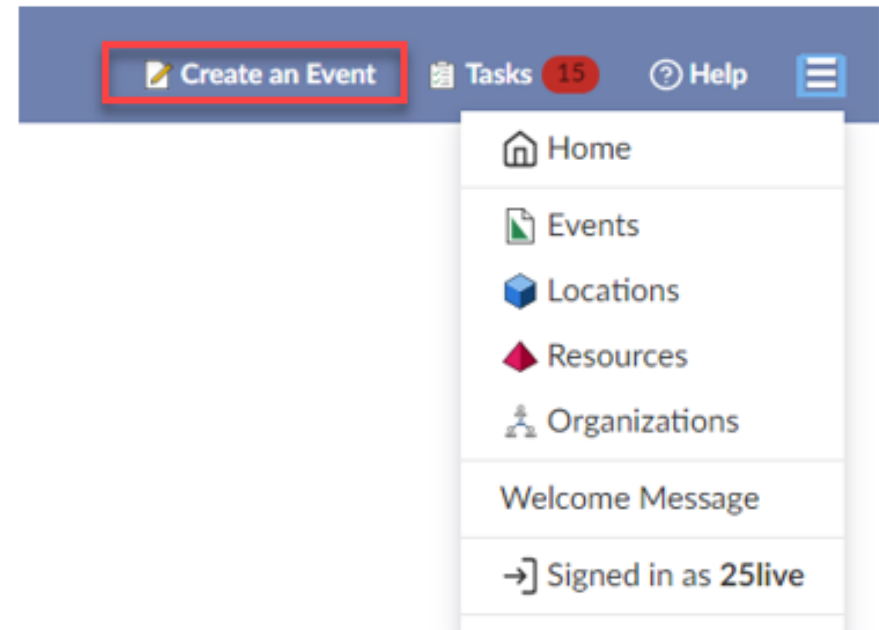
# 25Live Scheduling

## “Create an Event”



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# 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.

MSR 130 ✕ ★ ▾ ✓

Mary Stuart Rogers 130  
Max Capacity: 144

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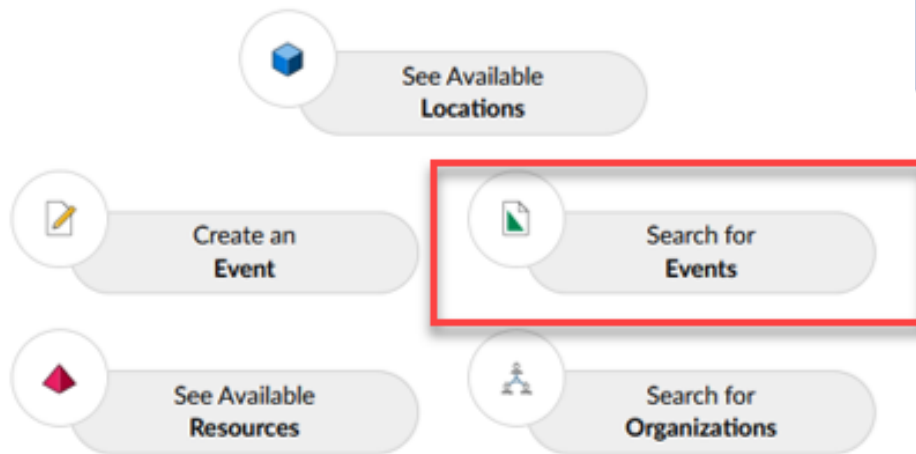
Occurrences: Oct 3 ✓ No Conflicts

Search for Locations ▾

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

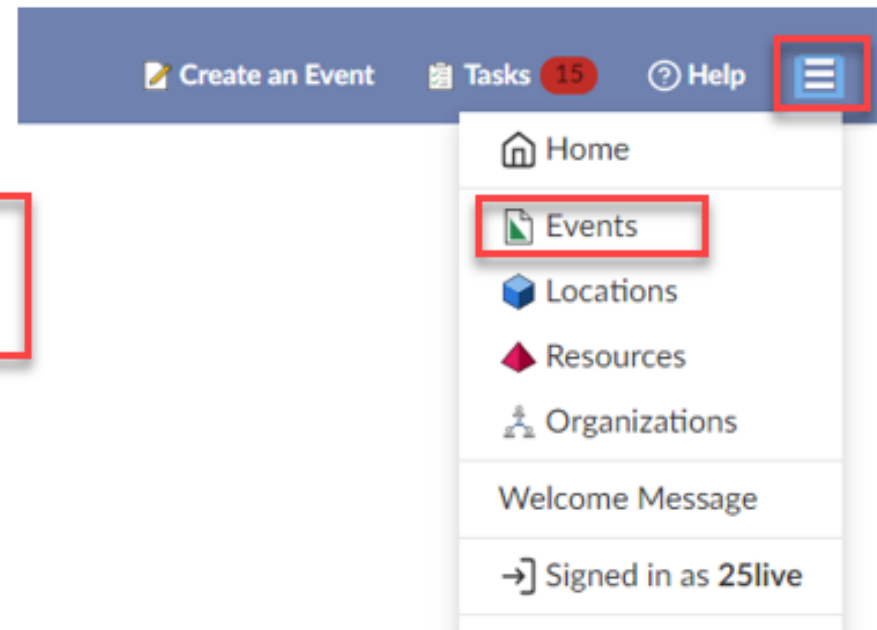
# 25Live Scheduling

“Search for Events”



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A screenshot of the 25Live Scheduling interface. The top navigation bar is dark blue and contains the following elements: a yellow pencil icon followed by "Create an Event", a calendar icon followed by "Tasks" and a red circle with the number "15", a question mark icon followed by "Help", and a blue hamburger menu icon which is highlighted with a red border. Below the navigation bar, a white dropdown menu is open, listing the following options: "Home" (house icon), "Events" (document icon, highlighted with a red border), "Locations" (blue cube icon), "Resources" (red diamond icon), "Organizations" (group of people icon), "Welcome Message", and "Signed in as 25live" (arrow icon).

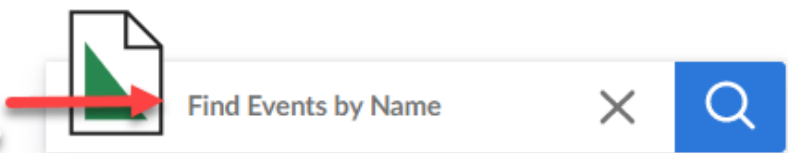


# 25Live Scheduling

## “Search for Events”

Search events by name or use an existing search

**Use Keyword or Reference Number**



Find Events by Name

**Select Existing Search**

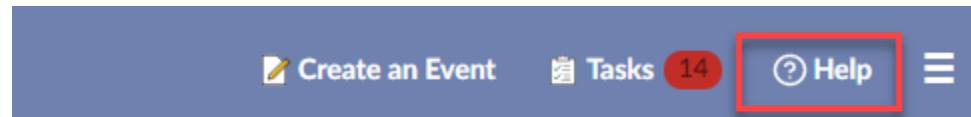
**Select “Events in which you are the Requestor”**

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](http://www.csustan.edu/25Live)
- Email: [25Live@csustan.edu](mailto:25Live@csustan.edu)
- Phone: 209-667-3525