



Stanislaus
State

25Live PRO

25Live PRO

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

25Live Scheduling

- Simplified scheduling
- Used by users who want a simplified experience
- Access to existing searches
- Simplified calendar view

25Live Pro

- Advanced scheduling
- Used by users who need more scheduling capabilities
- Create searches and reports
- View full calendar of campus events

25Live PRO

Updates

What's Changing:

- Single Page Event Form
- Consolidated Search Page
- Occurrences with diff. times
- Back button now works

What's the Same:

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

25Live PRO

Program of Choice

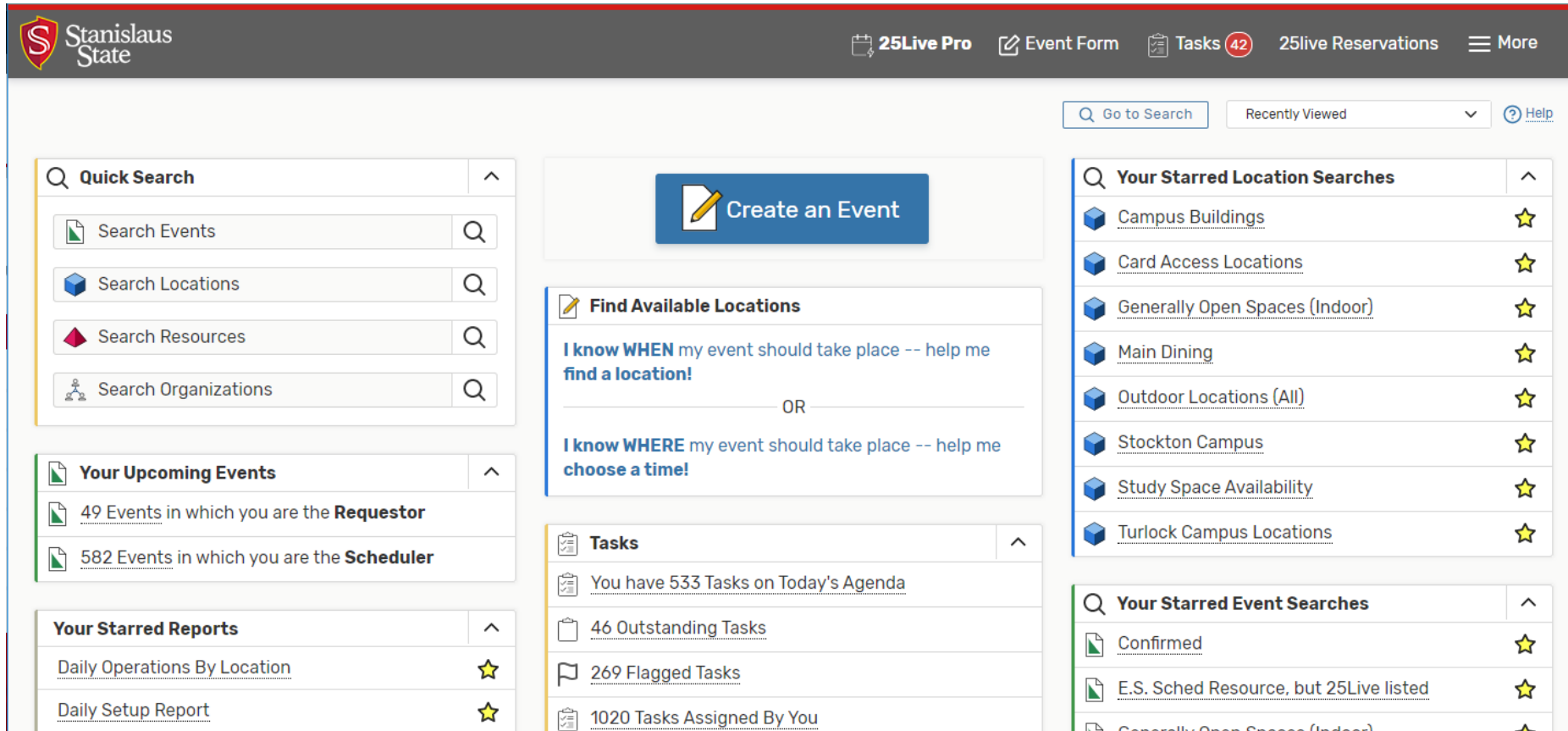
- All University Sponsored events should be entered into 25Live
- New locations have been added to the system
 - “Off Campus Location”
 - Select this option if you have a University Sponsored event or an event using University Funds that is occurring off campus
 - “Online/Webinar”
 - Select this option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

- 25live.collegenet.com/pro/csustan
- Previously known as 25Live Classic
- IMPORTANT:
 - Must use Google Chrome
 - Internet Explorer/Firefox is not recommended
- Login using your Warrior ID credentials

25Live PRO

Dashboard same as “Classic”

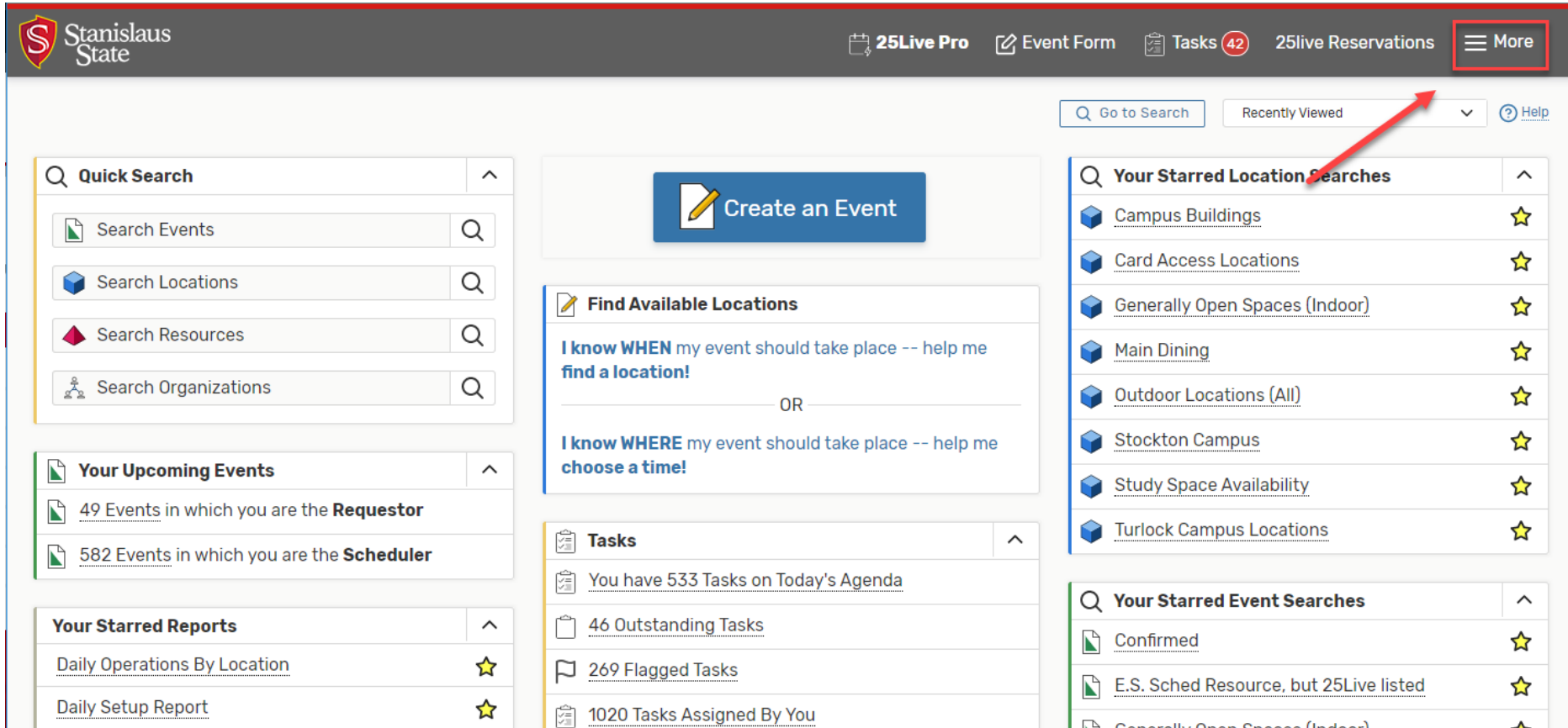


The screenshot displays the 25Live PRO dashboard interface. At the top, the Stanislaus State logo is on the left, and navigation links for 25Live Pro, Event Form, Tasks (42), 25live Reservations, and More are on the right. The main content area is divided into several sections:

- Quick Search:** A sidebar menu with search options for Events, Locations, Resources, and Organizations.
- Your Upcoming Events:** A section showing 49 events where the user is the Requestor and 582 events where they are the Scheduler.
- Your Starred Reports:** A list of reports including Daily Operations By Location and Daily Setup Report, both marked with a star.
- Create an Event:** A prominent blue button with a pencil icon.
- Find Available Locations:** A section with two options: "I know WHEN my event should take place -- help me find a location!" and "I know WHERE my event should take place -- help me choose a time!".
- Tasks:** A section showing 533 tasks on today's agenda, 46 outstanding tasks, 269 flagged tasks, and 1020 tasks assigned by the user.
- Your Starred Location Searches:** A list of location search categories such as Campus Buildings, Card Access Locations, Generally Open Spaces (Indoor), Main Dining, Outdoor Locations (All), Stockton Campus, Study Space Availability, and Turlock Campus Locations, each with a star icon.
- Your Starred Event Searches:** A list of event search categories such as Confirmed, E.S. Sched Resource, but 25Live listed, and Generally Open Spaces (Indoor), each with a star icon.

25Live PRO

New “More” Menu

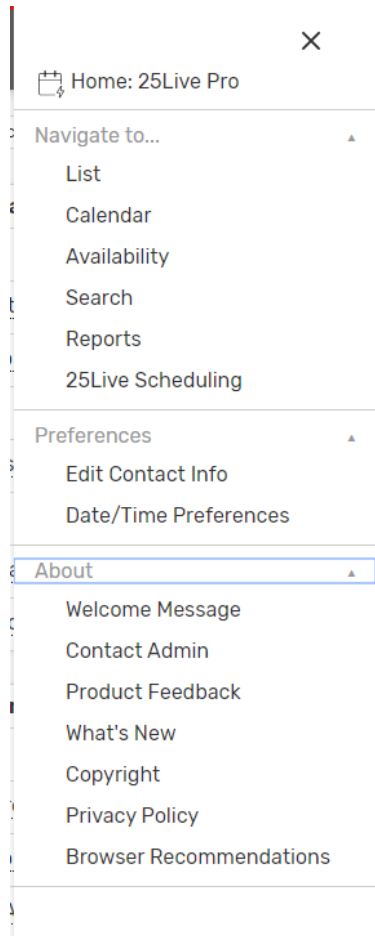


The screenshot displays the 25Live PRO interface with the following elements:

- Header:** Stanislaus State logo, navigation links for 25Live Pro, Event Form, Tasks (42), 25live Reservations, and a new **More** menu (highlighted with a red box and arrow).
- Search Section:** Includes a "Go to Search" button, a "Recently Viewed" dropdown menu, and a "Help" link.
- Quick Search:** A sidebar menu with search options for Events, Locations, Resources, and Organizations.
- Your Upcoming Events:** A section showing 49 events for the Requestor and 582 events for the Scheduler.
- Your Starred Reports:** A list of reports including "Daily Operations By Location" and "Daily Setup Report", both marked with a star.
- Create an Event:** A prominent blue button with a pencil icon.
- Find Available Locations:** A section with two prompts: "I know WHEN my event should take place -- help me find a location!" and "I know WHERE my event should take place -- help me choose a time!".
- Tasks:** A section showing 533 tasks on today's agenda, 46 outstanding tasks, 269 flagged tasks, and 1020 tasks assigned by the user.
- Your Starred Location Searches:** A list of location categories such as "Campus Buildings", "Card Access Locations", "Generally Open Spaces (Indoor)", "Main Dining", "Outdoor Locations (All)", "Stockton Campus", "Study Space Availability", and "Turlock Campus Locations", each with a star icon.
- Your Starred Event Searches:** A list of event search categories such as "Confirmed", "E.S. Sched Resource, but 25Live listed", and "Generally Open Spaces (Indoor)", each with a star icon.

25Live PRO

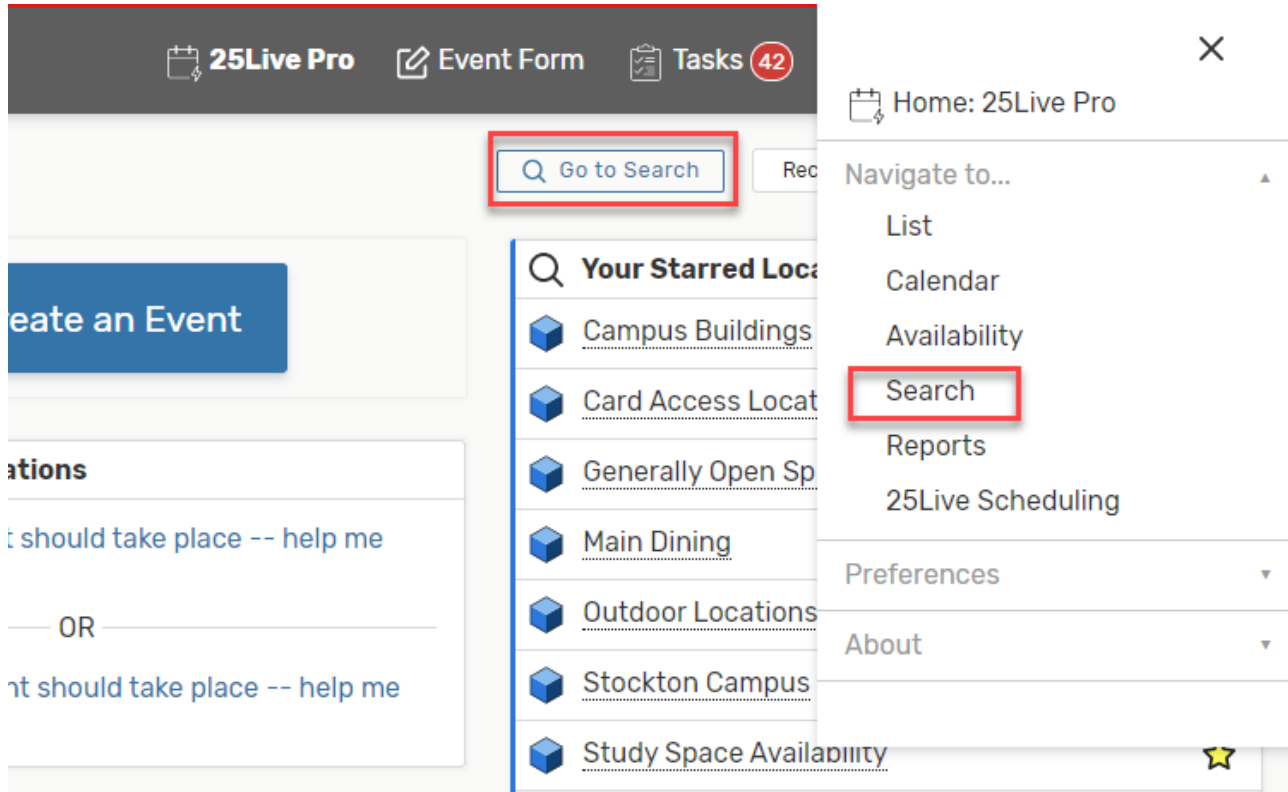
“More” Menu Guide



- **Home: 25Live Pro** = takes you to the dashboard
- **List** = list view of events
- **Calendar** = calendar view of events
- **Availability** = availability view of an entire day of events across campus
- **Search** = takes you to search page
- **Reports** = takes you to reports page
- **25Live Scheduling** = takes you to scheduling application
- **Edit Contact Info** = update contact info, email signature, copy yourself on emails option
- **Date/Time Preferences** = update preferences
- **Welcome Message** = message of the day/helpful info and links
- **Contact Admin** = contact the 25Live office
- **Product Feedback** = email CollegeNet – the makers of 25Live (please just reach out to 25Live office)
- **What's New** = helpful information about recent updates
- **Copyright** = legal jargon
- **Privacy Policy** = more legal jargon
- **Browser Recommendations** = info on which browser to use

25Live PRO

“Go to Search”



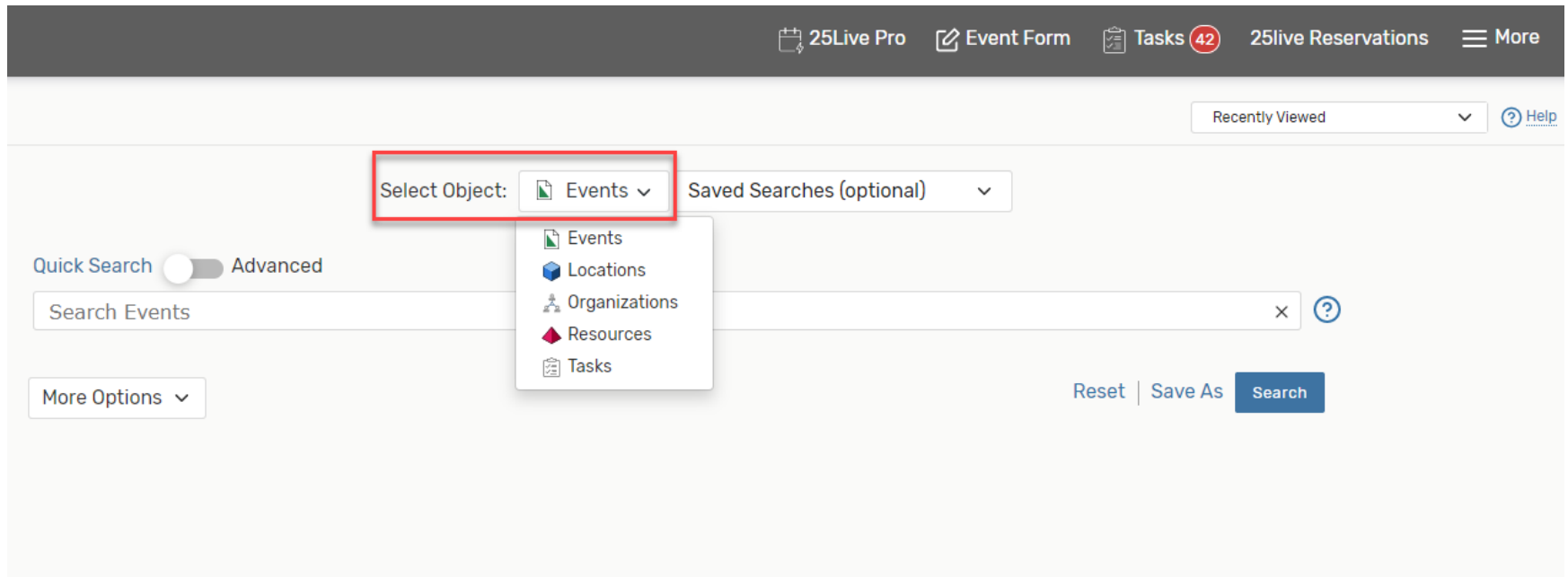
The screenshot shows the 25Live Pro interface. At the top, there is a navigation bar with icons for '25Live Pro', 'Event Form', and 'Tasks' (with a red circle containing the number 42). Below the navigation bar, there is a search bar with the text 'Go to Search' and a magnifying glass icon. To the right of the search bar, there is a 'More' menu icon. The 'More' menu is open, showing a list of options: 'Home: 25Live Pro', 'Navigate to...', 'List', 'Calendar', 'Availability', 'Search', 'Reports', '25Live Scheduling', 'Preferences', and 'About'. The 'Search' option is highlighted with a red box. Below the 'More' menu, there is a section titled 'Your Starred Locations' with a list of locations: 'Campus Buildings', 'Card Access Locat', 'Generally Open Sp', 'Main Dining', 'Outdoor Locations', 'Stockton Campus', and 'Study Space Availability'. A yellow star icon is visible next to 'Study Space Availability'.

Two ways to access the Search Page:

1. “Go to Search” button
2. “More” Menu > Search

25Live PRO

“Go to Search - Options”

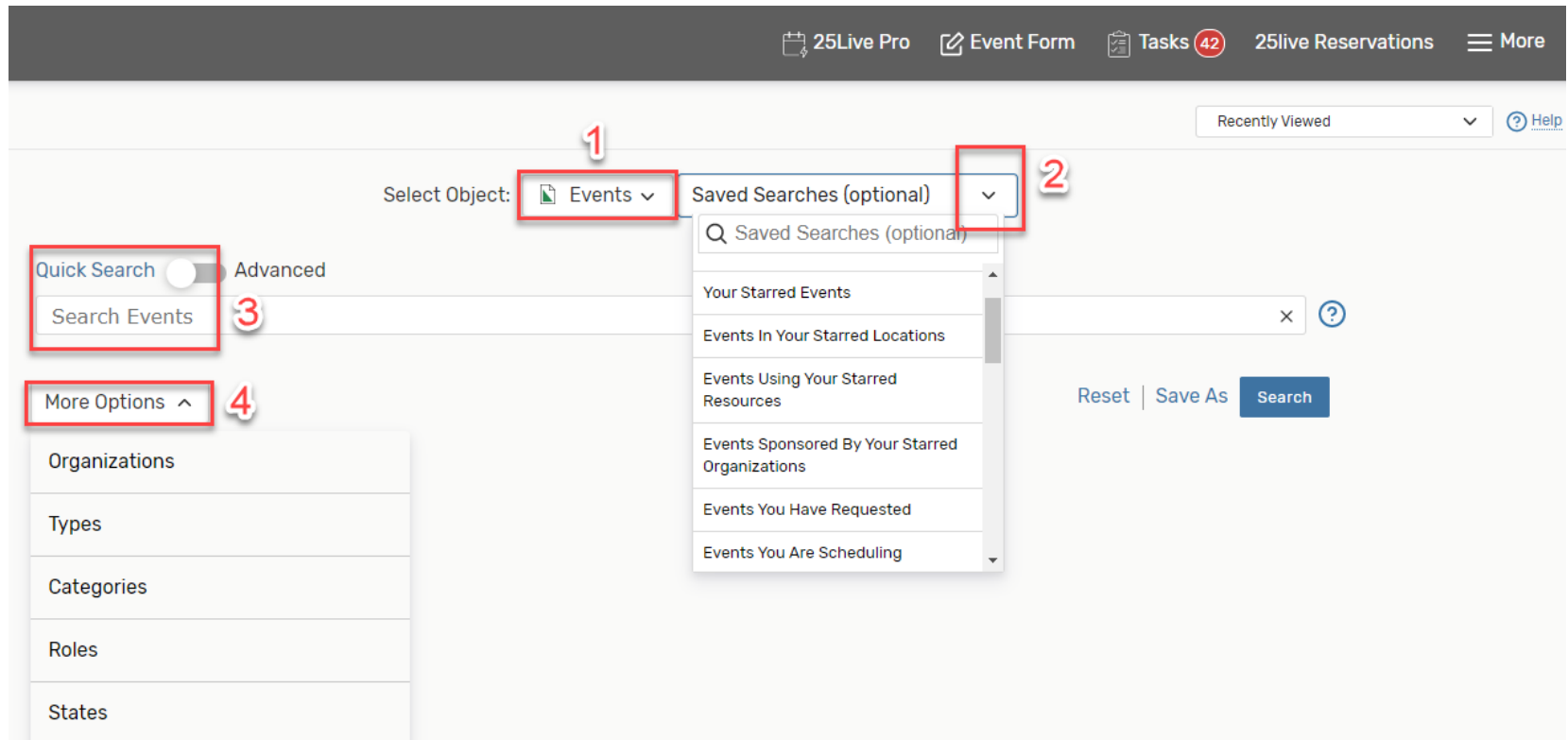


The screenshot shows the 25Live PRO search interface. At the top, there is a navigation bar with links for 25Live Pro, Event Form, Tasks (42), 25live Reservations, and More. Below this is a search area with a 'Recently Viewed' dropdown and a 'Help' link. The main search area features a 'Select Object:' dropdown menu, which is highlighted with a red box. The dropdown menu is open, showing options for Events, Locations, Organizations, Resources, and Tasks. To the left of the search area, there is a 'Quick Search' toggle switch set to 'Advanced' and a search input field containing 'Search Events'. Below the search input is a 'More Options' dropdown. To the right of the search input are 'Reset', 'Save As', and 'Search' buttons.

One page to search for Events, Locations,
Organizations, Resources, and Tasks

25Live PRO

“Go to Search - Quick Search”

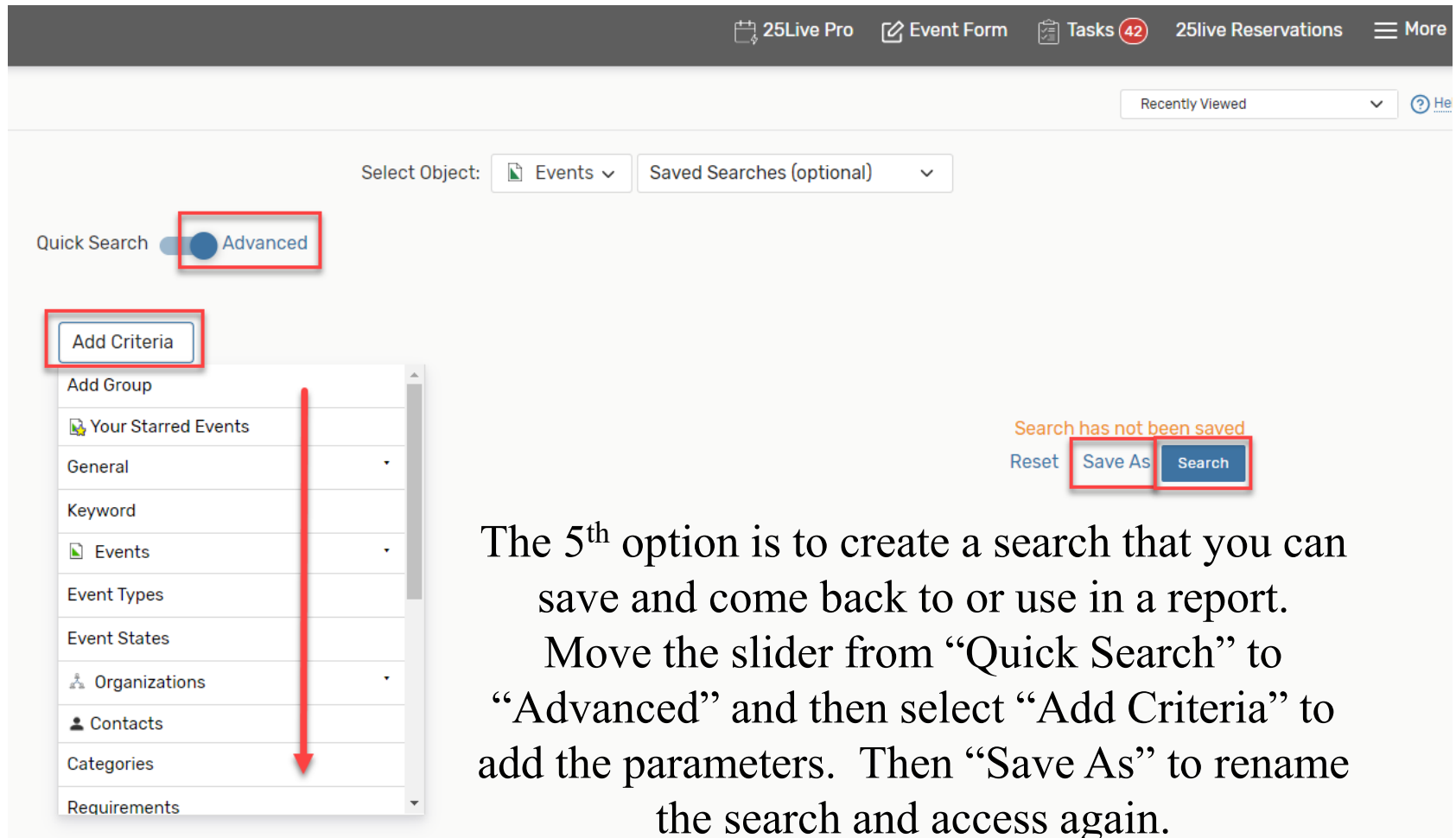


The screenshot shows the 25Live PRO search interface. At the top, there is a navigation bar with links for 25Live Pro, Event Form, Tasks (42), 25live Reservations, and More. Below the navigation bar, there is a search area with a dropdown menu for "Select Object:" and a "Saved Searches (optional)" dropdown menu. The "Select Object:" dropdown is highlighted with a red box and a red number 1. The "Saved Searches (optional)" dropdown is also highlighted with a red box and a red number 2. Below the "Select Object:" dropdown, there is a "Quick Search" section with a "Search Events" button highlighted with a red box and a red number 3. To the left of the "Search Events" button, there is a "More Options" dropdown menu highlighted with a red box and a red number 4. The "More Options" dropdown menu is open, showing a list of categories: Organizations, Types, Categories, Roles, and States. The search area also includes a search input field, a "Reset" button, a "Save As" button, and a "Search" button.

First select the object you would like to search, 2nd choose to either go to a pre-defined search, or go to 3 to enter an event keyword/reference number. 4th option is to refine your search with additional parameters.

25Live PRO

“Go to Search - Advanced”

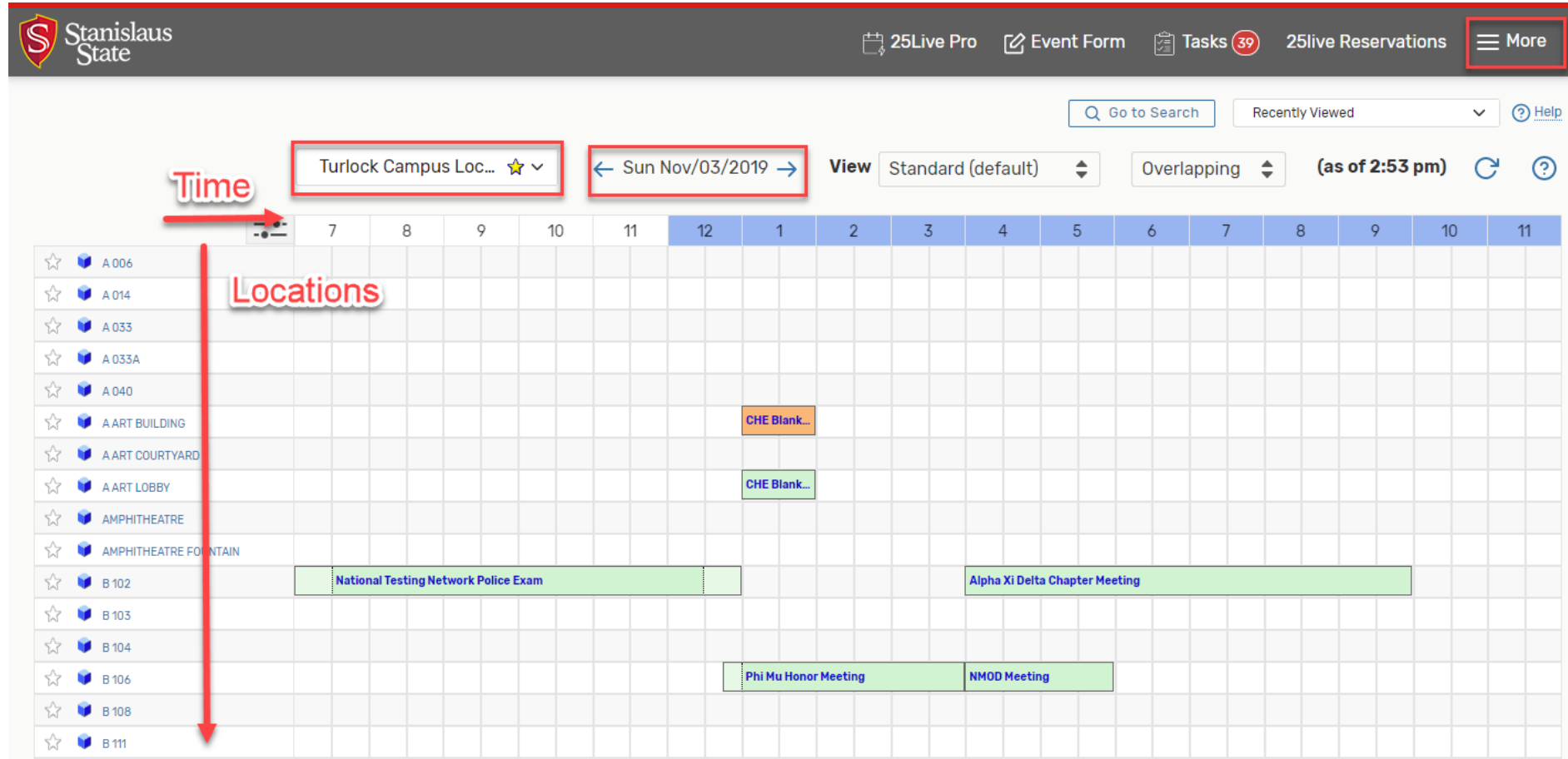


The screenshot shows the 25Live PRO interface. At the top, there is a navigation bar with icons for 25Live Pro, Event Form, Tasks (42), 25live Reservations, and More. Below this, there is a "Recently Viewed" dropdown and a help icon. The main content area has a "Select Object:" section with "Events" and "Saved Searches (optional)" dropdowns. A "Quick Search" section has a slider set to "Advanced". A red box highlights the "Add Criteria" button, which has opened a dropdown menu. A red arrow points to the "Requirements" option in the menu. To the right, a message says "Search has not been saved" above "Reset", "Save As", and "Search" buttons, with red boxes around "Save As" and "Search".

The 5th option is to create a search that you can save and come back to or use in a report. Move the slider from “Quick Search” to “Advanced” and then select “Add Criteria” to add the parameters. Then “Save As” to rename the search and access again.

25Live PRO

“Availability”



Stanislaus State

25Live Pro Event Form Tasks 39 25live Reservations More

Go to Search Recently Viewed Help

Turlock Campus Loc... Sun Nov/03/2019 View Standard (default) Overlapping (as of 2:53 pm)

Time

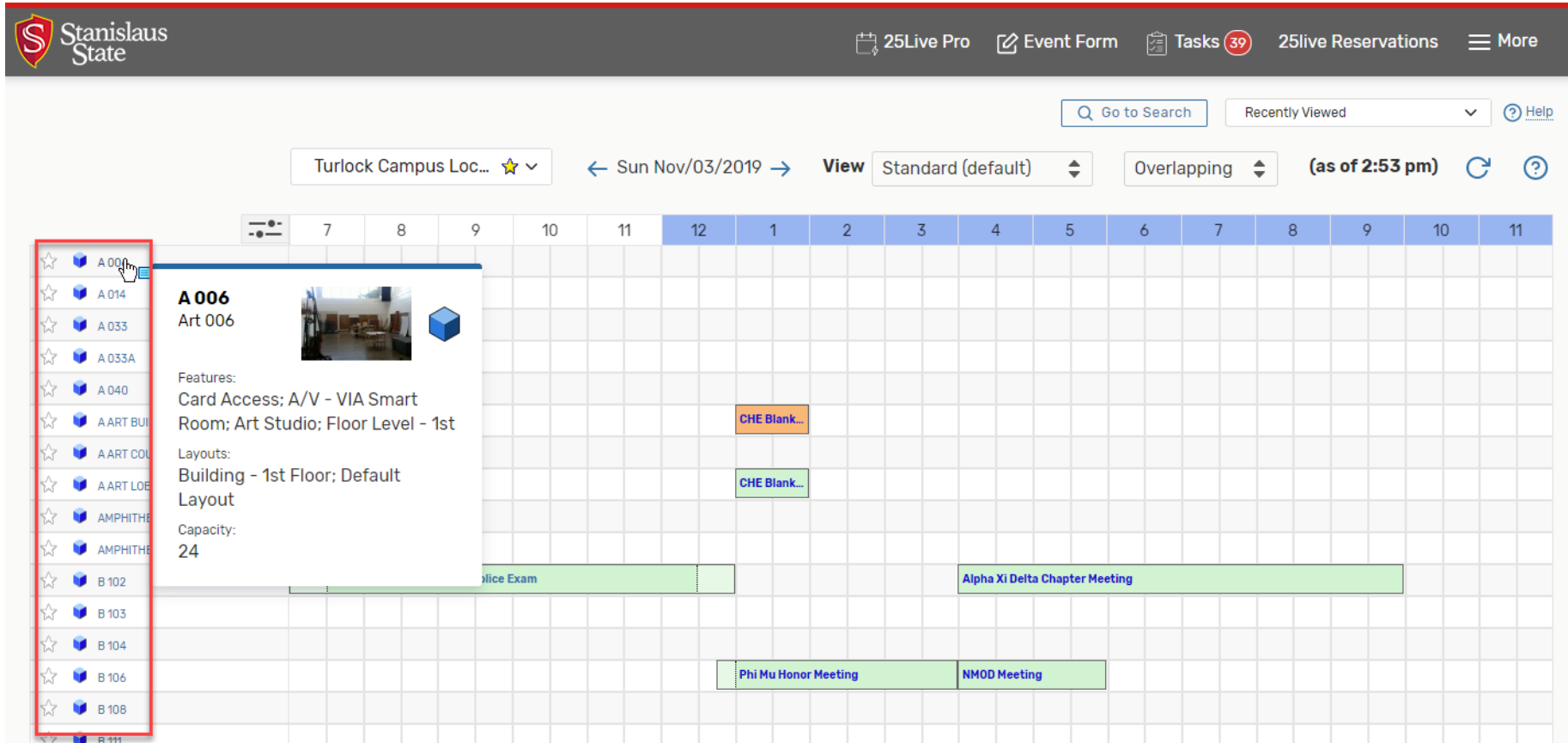
Locations

	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
A 006																	
A 014																	
A 033																	
A 033A																	
A 040																	
A ART BUILDING							CHE Blank...										
A ART COURTYARD							CHE Blank...										
A ART LOBBY																	
AMPHITHEATRE																	
AMPHITHEATRE FOUNTAIN																	
B 102						National Testing Network Police Exam										Alpha Xi Delta Chapter Meeting	
B 103																	
B 104																	
B 106																	
B 108																	
B 111																	
							Phi Mu Honor Meeting			NMOD Meeting							

Access from the “More” Menu > Availability > Select Date

25Live PRO

“Availability”



Turlock Campus Loc... ☆

← Sun Nov/03/2019 → View Standard (default) Overlapping (as of 2:53 pm)

7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11

A 006
A 014
A 033
A 033A
A 040
A ART BUI
A ART COU
A ART LOE
AMPHITHE
AMPHITHE
B 102
B 103
B 104
B 106
B 108
B 111

A 006
Art 006

Features:
Card Access; A/V - VIA Smart Room; Art Studio; Floor Level - 1st

Layouts:
Building - 1st Floor; Default Layout

Capacity:
24

Police Exam

Alpha Xi Delta Chapter Meeting

Phi Mu Honor Meeting

NMOD Meeting

CHE Blank...

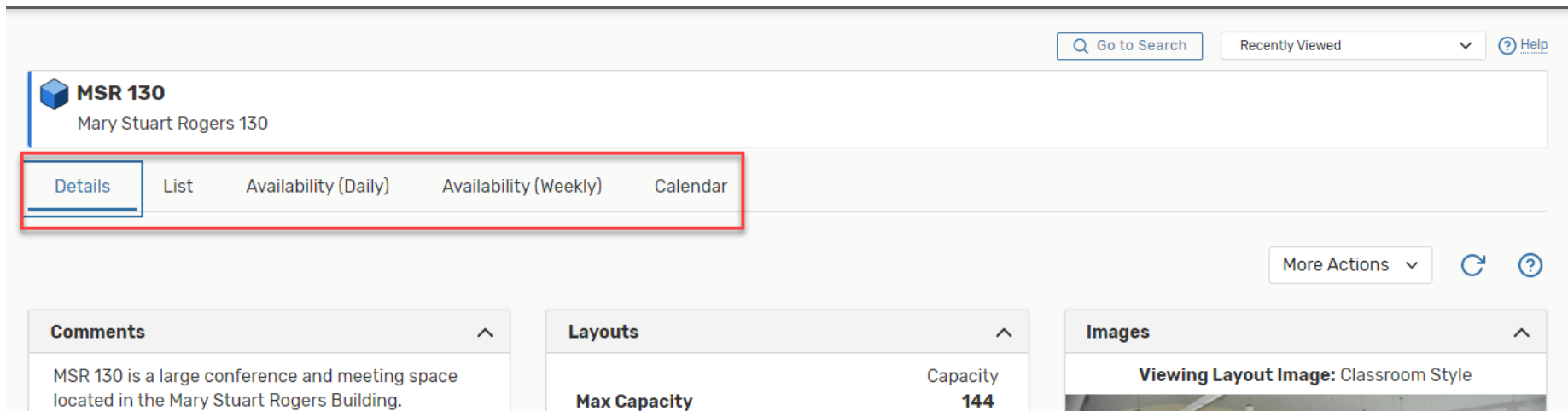
CHE Blank...

Hover over a location name to view limited information, or click on the location name to view additional information

25Live PRO

“Location Details”

- Click on the tabs you want to explore
 - Details: Shows the location details & layouts
 - List: Shows a list view of events
 - Availability (Daily): Shows availability day-by-day for one month
 - Availability (Weekly): Shows availability week-by-week
 - Calendar: Shows calendar view of events scheduled



MSR 130
Mary Stuart Rogers 130

Details List Availability (Daily) Availability (Weekly) Calendar

Comments
MSR 130 is a large conference and meeting space located in the Mary Stuart Rogers Building.

Layouts
Max Capacity
Capacity
144

Images
Viewing Layout Image: Classroom Style

25Live PRO

“Event Form”

Add New

Untitled X

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

Event Date and Time

Event Locations

Event Resources

Event Files

Requestor Comments

Create Another and Relate

Please visit the [25Live website](#) for helpful information.

Event Name - Required ⓘ

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.

Event Type (Please choose the most appropriate option) - Required ⓘ

EVENT TYPE

Select the most appropriate event type. [25Live Event Types](#) and descriptions can be found on the [25Live Web Page](#).

Select an item



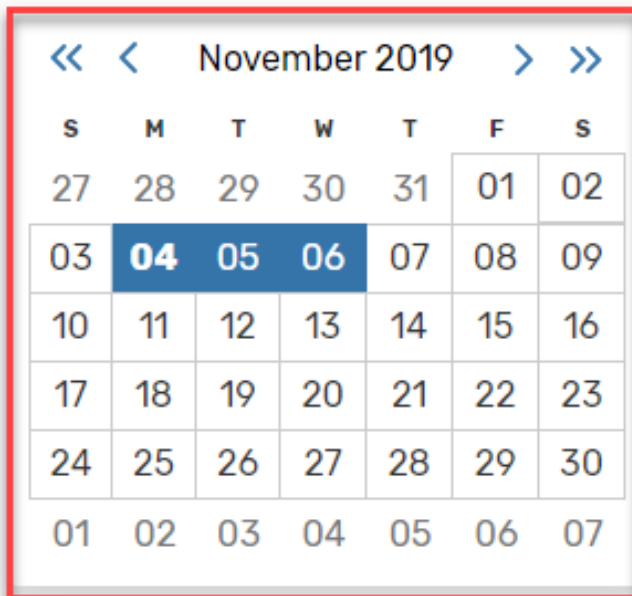
You can still leave the Event Form to view anything else in the program and come back.

25Live PRO

“Event Form - Repeats”

Click on the calendar below to add dates to your event or click the button below to select a date pattern for your event.

Repeating Pattern



S	M	T	W	T	F	S
27	28	29	30	31	01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
01	02	03	04	05	06	07

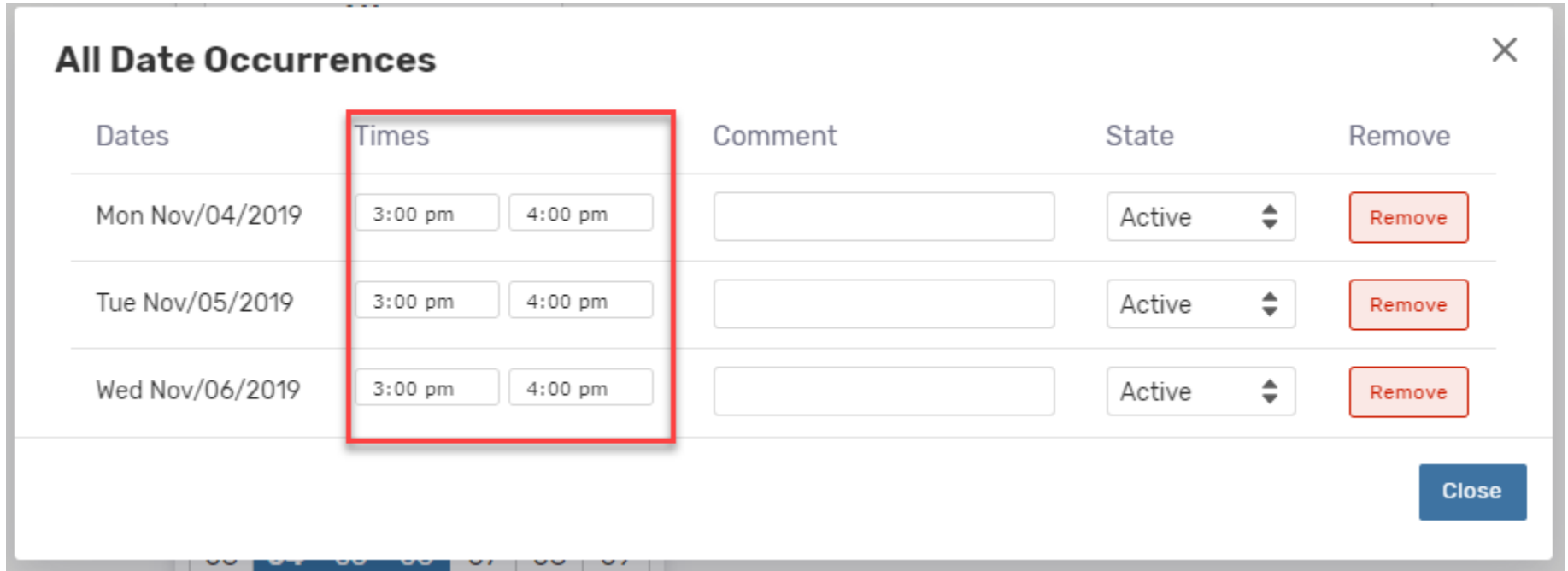
View All Occurrences

Event Repeats now display on the calendar instead of a list below the calendar.

NEW - Click on “View All Occurrences” to edit the event times on multiple occurrences.

25Live PRO

“Event Form - Repeats”



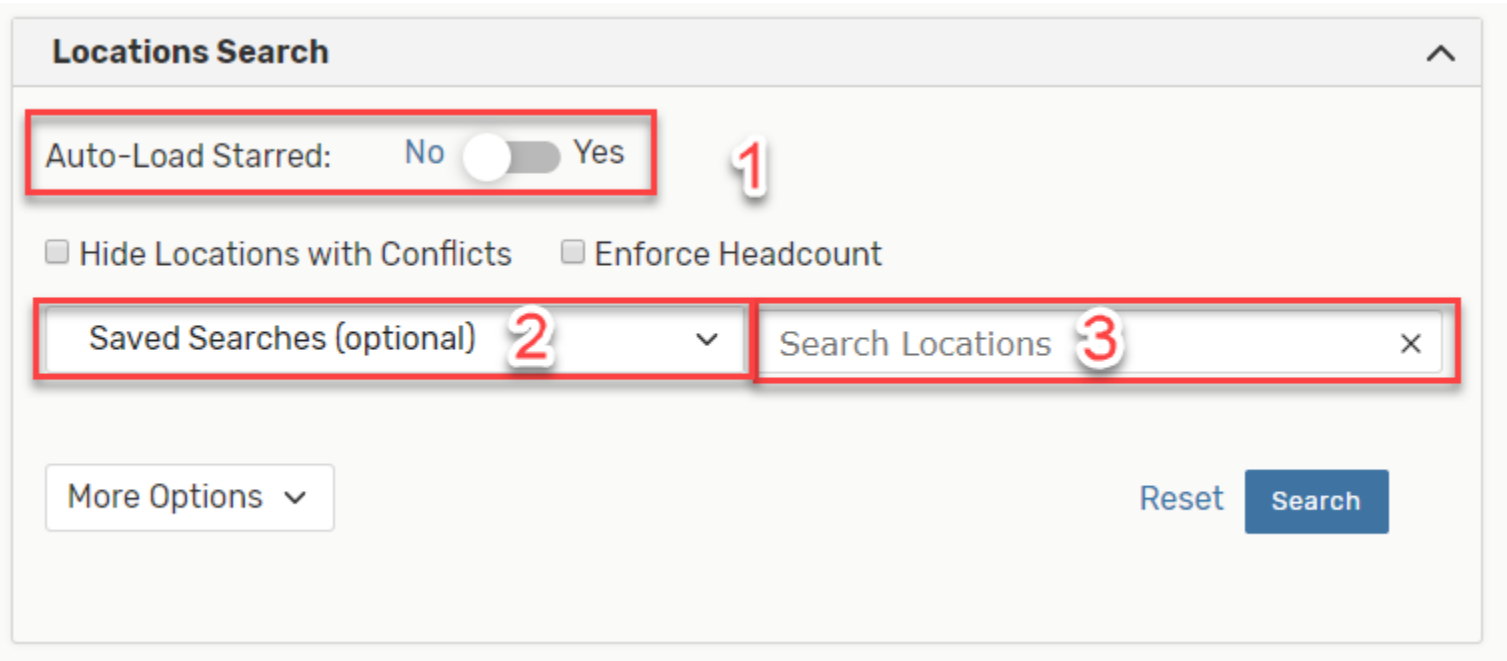
Dates	Times	Comment	State	Remove
Mon Nov/04/2019	3:00 pm 4:00 pm		Active	Remove
Tue Nov/05/2019	3:00 pm 4:00 pm		Active	Remove
Wed Nov/06/2019	3:00 pm 4:00 pm		Active	Remove

Close

You can now change the event time/duration on multiple occurrences, but the setup and takedown durations remain the same on each.

25Live PRO

“Event Form – Location Search”



Locations Search

Auto-Load Starred: No Yes **1**

Hide Locations with Conflicts Enforce Headcount

Saved Searches (optional) **2** Search Locations **3**

More Options

You can choose to auto-load your starred locations, choose a saved search, or search by name/keyword.

You may also select to hide locations with conflicts, enforce headcount and only show locations that fit your headcount, and select “more options” to add additional parameters.

25Live PRO

“Event Form – Location Search”

Saved Searches (optional) msr 130 x

Hint! Type :: to use SeriesQL.

More Options Reset Search

Add	Name	Title	Capacity	Availability	Conflict Details
Reserve Available	MSR 130	Mary Stuart Rogers 130	144	1/3	Conflict Details
Reserve	MSR 130 LOBBY	Mary Stuart Rogers 130 Lobby		3/3	None
Reserve Available	MSR 130B	Mary Stuart Rogers 130B - Conference Room	8	1/3	Conflict Details
Reserve Available	MSR 130C	Mary Stuart Rogers 130C - Conference Room	20	1/3	Conflict Details

Reserve = the location is available for all the dates selected.

Reserve Available = the location is available for some of the dates selected. Click on “Conflict Details” to see conflict information.

Unavailable = the location is not available for any of the dates selected.

No Results = the location does not exist in the system OR you do not have permissions to reserve.

25Live PRO

“Event Form – Location Search”

Selected locations will display below the location search box. Click on “View Occurrences” to unselect for an occurrence, or to change the layout.

Saved Searches (optional)

Hint! Type :: to use SeriesOL

More Options

Add	Name	Title	Capacity	Availability	Conflict Details
<input type="button" value="Reserve Available"/>	MSR 130	Mary Stuart Rogers 130	144	1/3	Conflict Details
Added below	MSR 130 LOBBY	Mary Stuart Rogers 130 Lobby		3/3	None
<input type="button" value="Reserve Available"/>	MSR 130B	Mary Stuart Rogers 130B - Conference Room	8	1/3	Conflict Details
<input type="button" value="Reserve Available"/>	MSR 130C	Mary Stuart Rogers 130C - Conference Room	20	1/3	

4 Matching Locations Page 1 of 1

First Previous 1 Next Last

Items per page 25

MSR 130 LOBBY

Date	Time	Conflicts	Included	Shared	Layout
Set For All					
Mon Nov/04/2019	3:00 pm - 4:00 pm		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Building - 1st Floor (0)"/>
Tue Nov/05/2019	3:00 pm - 4:00 pm		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Building - 1st Floor (0)"/>
Wed Nov/06/2019	3:00 pm - 4:00 pm		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Building - 1st Floor (0)"/>

MSR 130 LOBBY

Location Title: Mary Stuart Rogers 130 Lobby

Capacity: 0

25Live PRO

“Event Form – Publication Request”

Publish to Calendar

PUBLISH TO CALENDAR

- Select the calendar and newsletter options you would like to promote this event within.
- Please review the [Submission Guidelines & Best Practices](#) for more details.
- For more information, visit the [Internal Communications web page](#).

Publication Request for StanEvents & Announcements E-Newsletter

Comment

Publication Request for University Events Calendar

Comment

Publication Request for Warrior Weekly Student E-Newsletter

Comment

When do you want to start promoting this event?

Comment

I do not want this event publicized in any of the above

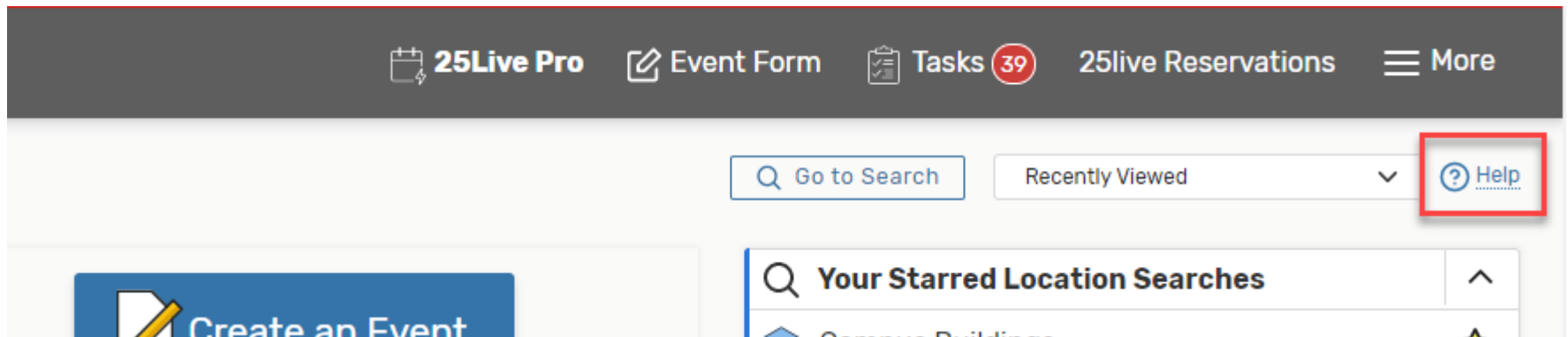
Comment

Selected which internal communication you would like this event to be publicized in.

25Live PRO

“Help” Button

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



25Live PRO

“Help” Topics – Sample List

Getting Started

- Navigating Through 25Live
- Using the Top Navigation Bar
- Working With Security Settings
- Using Favorites and Starred Items
- Using and Customizing Your Home Dashboard
- Working with Your User Preferences

Creating and Working With Events

- Inline Editing Event Details
- Copying Events
- Cancelling Events
- Deleting Events
- Viewing an Event's Audit Trail
- Viewing Event Details

Creating and Working With the New Event Form

- Creating Events
- Creating Repeating Events
- Choosing an Event State
- Editing Events
- Adjusting and Editing Individual Event Occurrences
- Adding Additional Time to Events
- Attaching Files to Events

Searching

- Searching for Events, Locations, Organizations, and Resources
- Searching for Tasks
- Saving Searches
- Using Saved and Shared Searches
- Sharing Searches

Viewing and Editing Details

- Viewing Event Details
- Inline Editing Event Details
- Emailing Event Details
- Viewing Location Details
- Viewing Resource Details
- Viewing Organization Details
- Viewing Contact Details

Reports

- Running a Report
- Saving, Printing, and Emailing Reports

Tasks

- Creating To Do Tasks
- Viewing Tasks
- Completing Tasks

25Live PRO

“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