Stanislaus State

25Live PRO

25Live PRO

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

25Live Scheduling	25Live Pro
• Simplified scheduling	• Advanced scheduling
• Used by users who want a simplified experience	• Used by users who need more scheduling capabilities
• Access to existing searches	• Create searches and reports
• Simplified calendar view	• View full calendar of campus events

25Live PRO
Updates

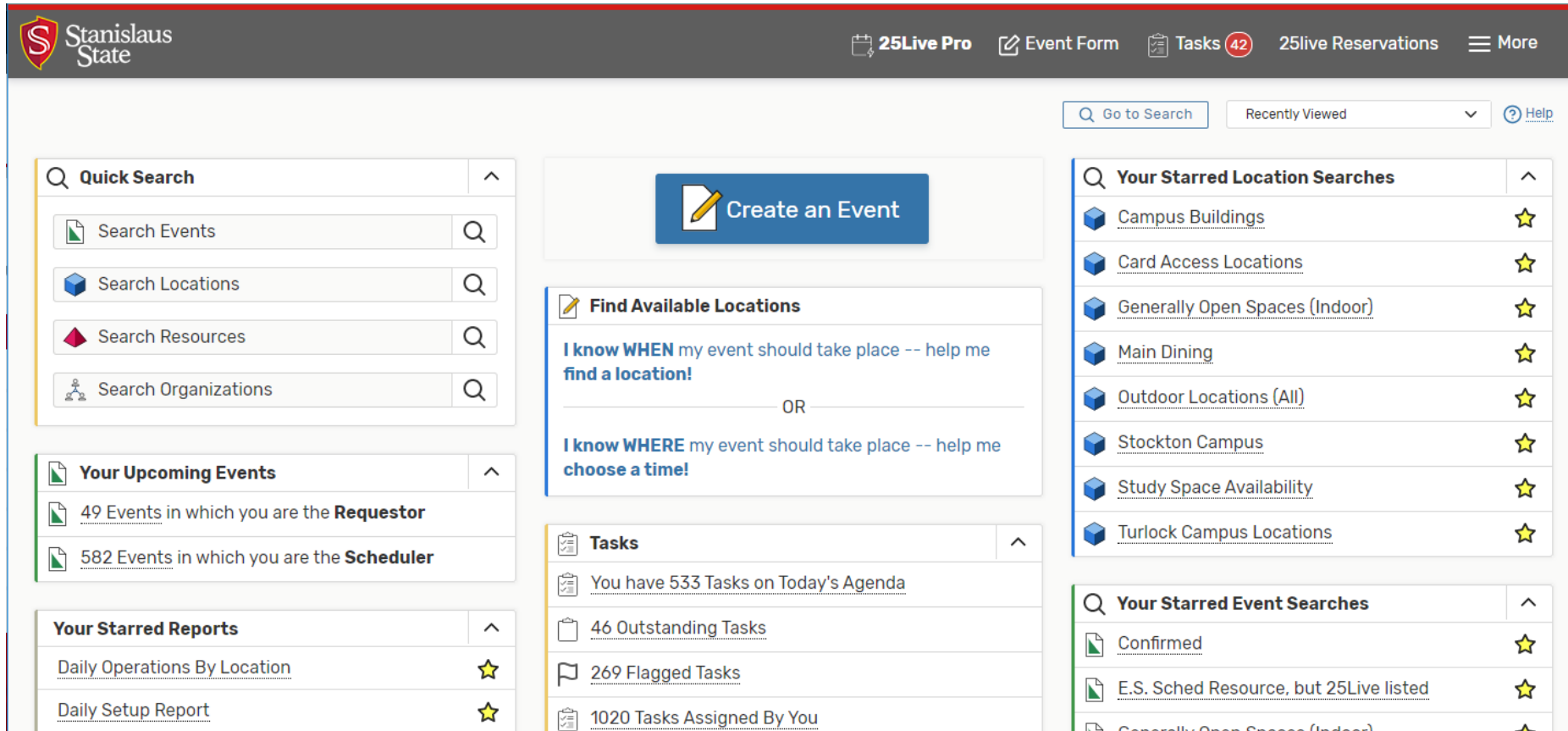| What's Changing:	What's the Same:
• Single Page Event Form	• Your Login information
• Consolidated Search Page	• How you access 25Live
• Occurrences with diff. times	• Favorites/Starred items
• Back button now works	• Existing custom searches

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"

25Live PRO
New "More" Menu

25Live PRO
"More" Menu Guide

📅 Home: 25Live Pro

Navigate to...

List

Calendar

Availability

Search

Reports

25Live Scheduling

Preferences

Edit Contact Info

Date/Time Preferences

About

Welcome Message

Contact Admin

Product Feedback

What's New

Copyright

Privacy Policy

Browser Recommendations
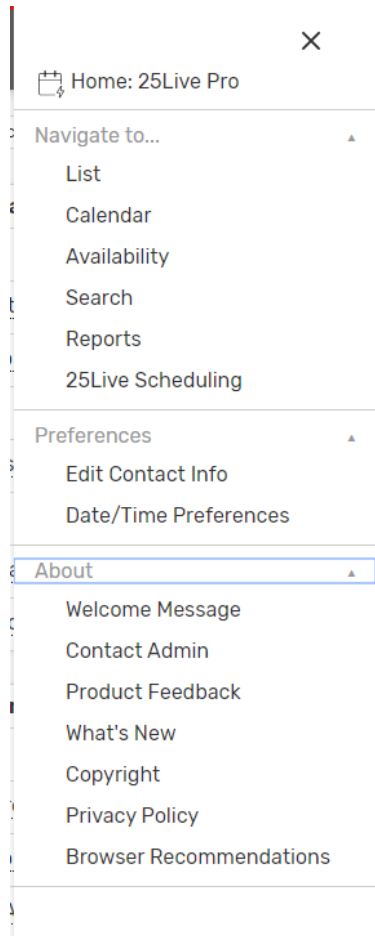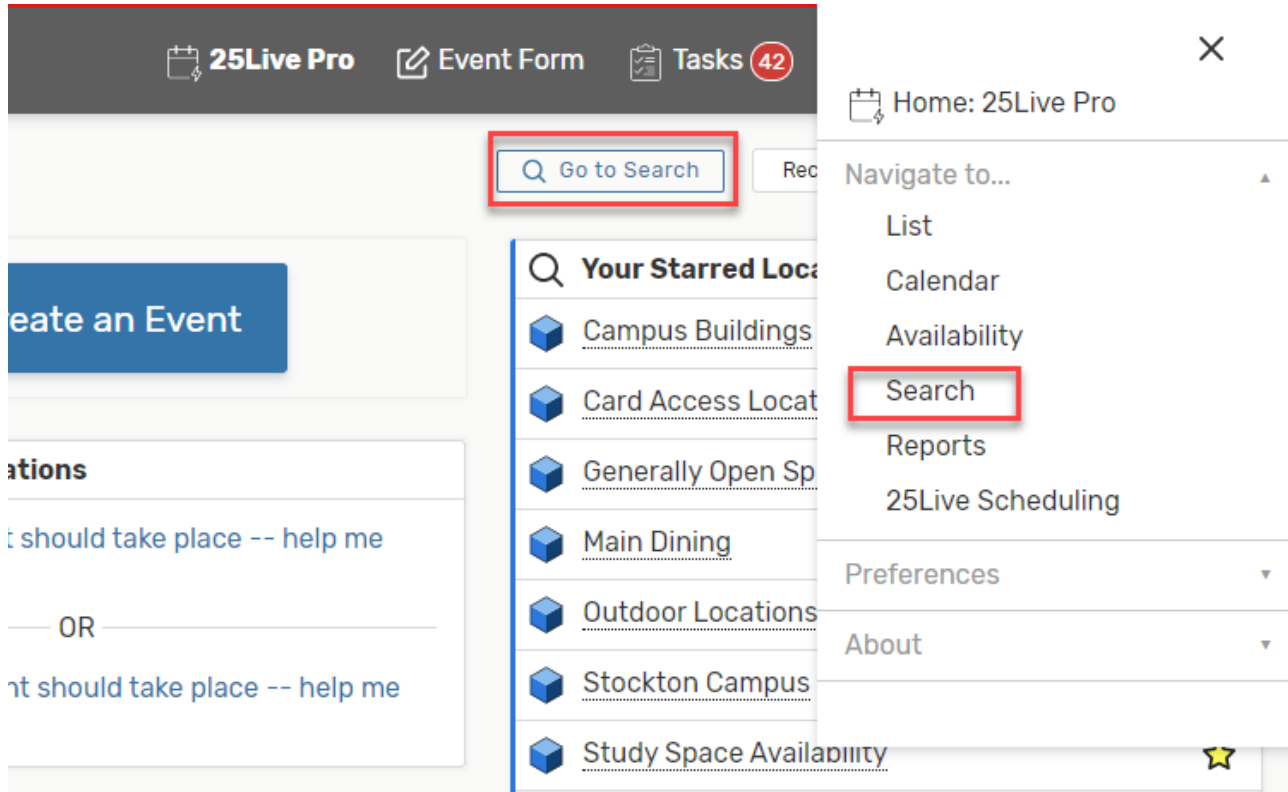
- **Home: 25Live Pro** = takes you to the dashboard
- **List** = list view of events
- **Calendar** = calendar view of events
- **Availability** = availability view of an entire day of events across campus
- **Search** = takes you to search page
- **Reports** = takes you to reports page
- **25Live Scheduling** = 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
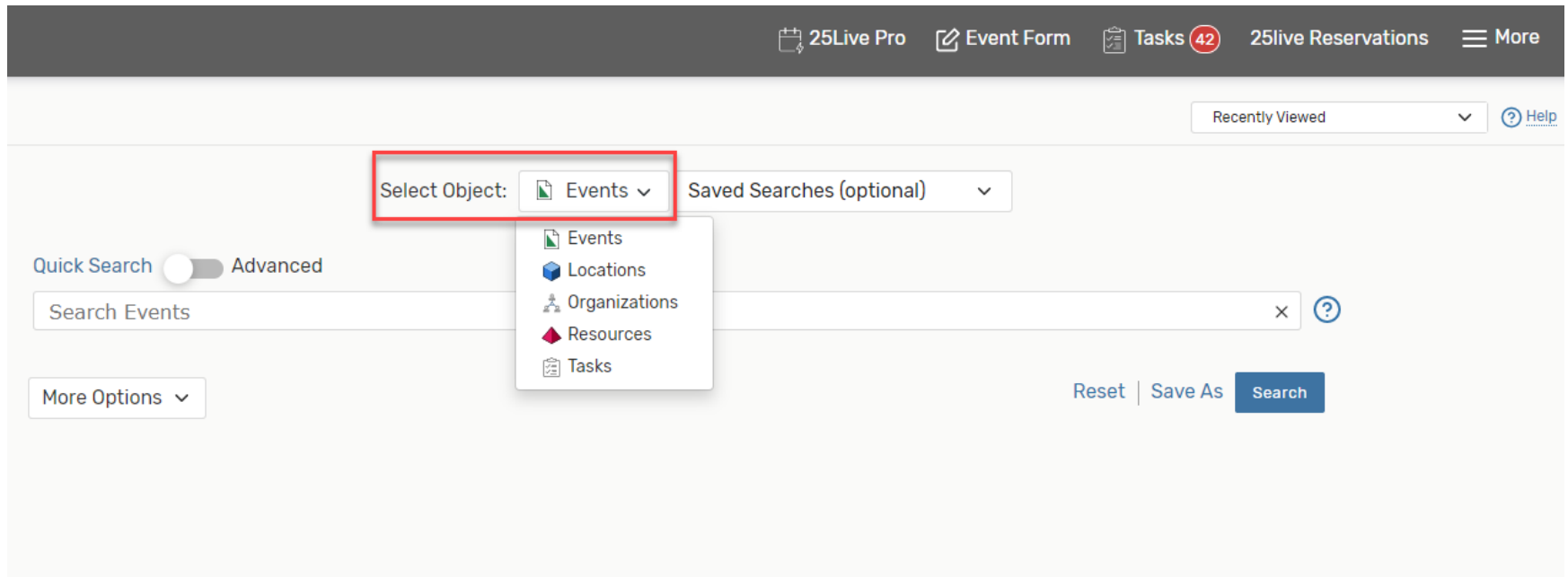
25Live PRO
"Go to Search"

Two ways to access the Search Page:

1. "Go to Search" button
2. "More" Menu > Search

25Live PRO
"Go to Search - Options"

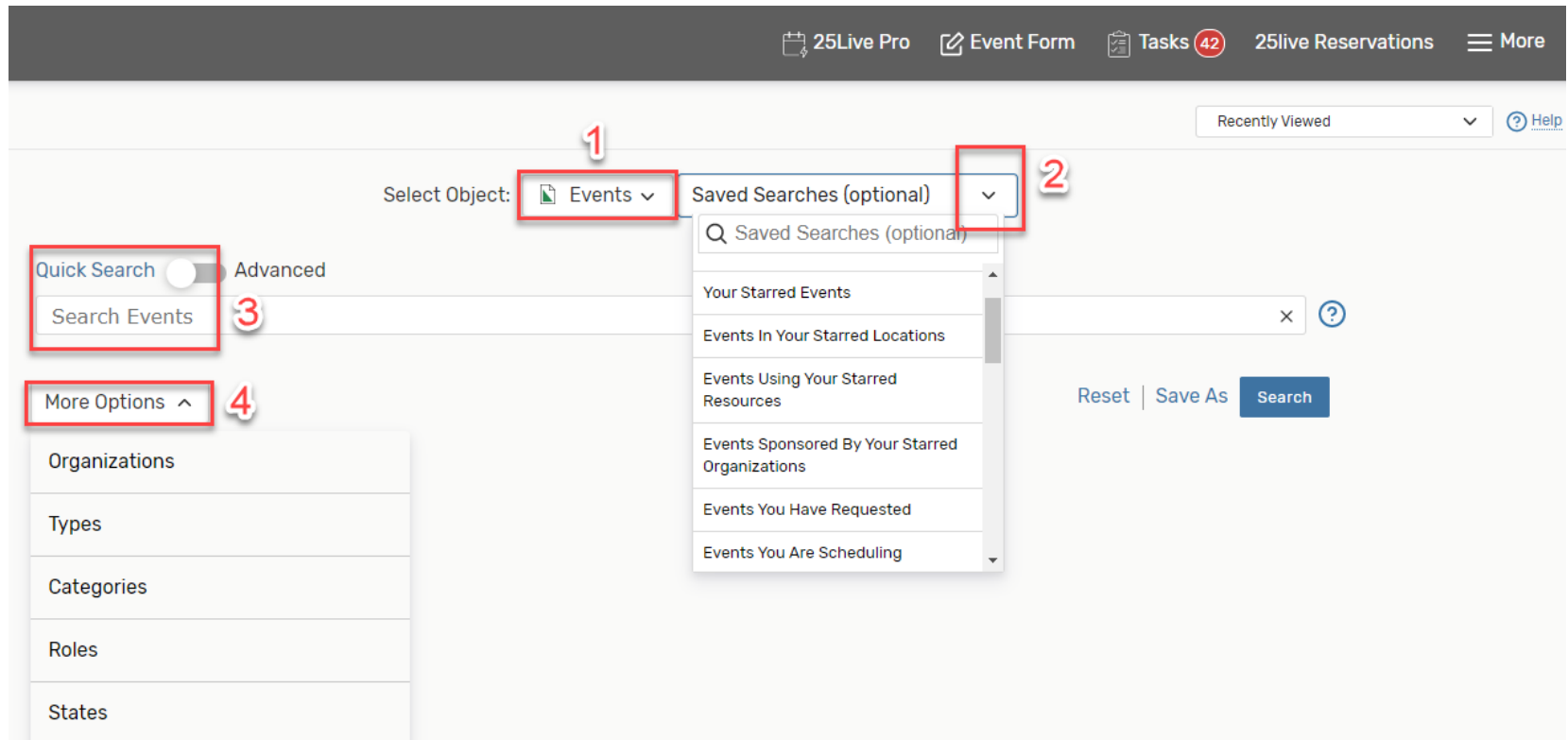One page to search for Events, Locations, Organizations, Resources, and Tasks

25Live PRO
"Go to Search - Quick Search"

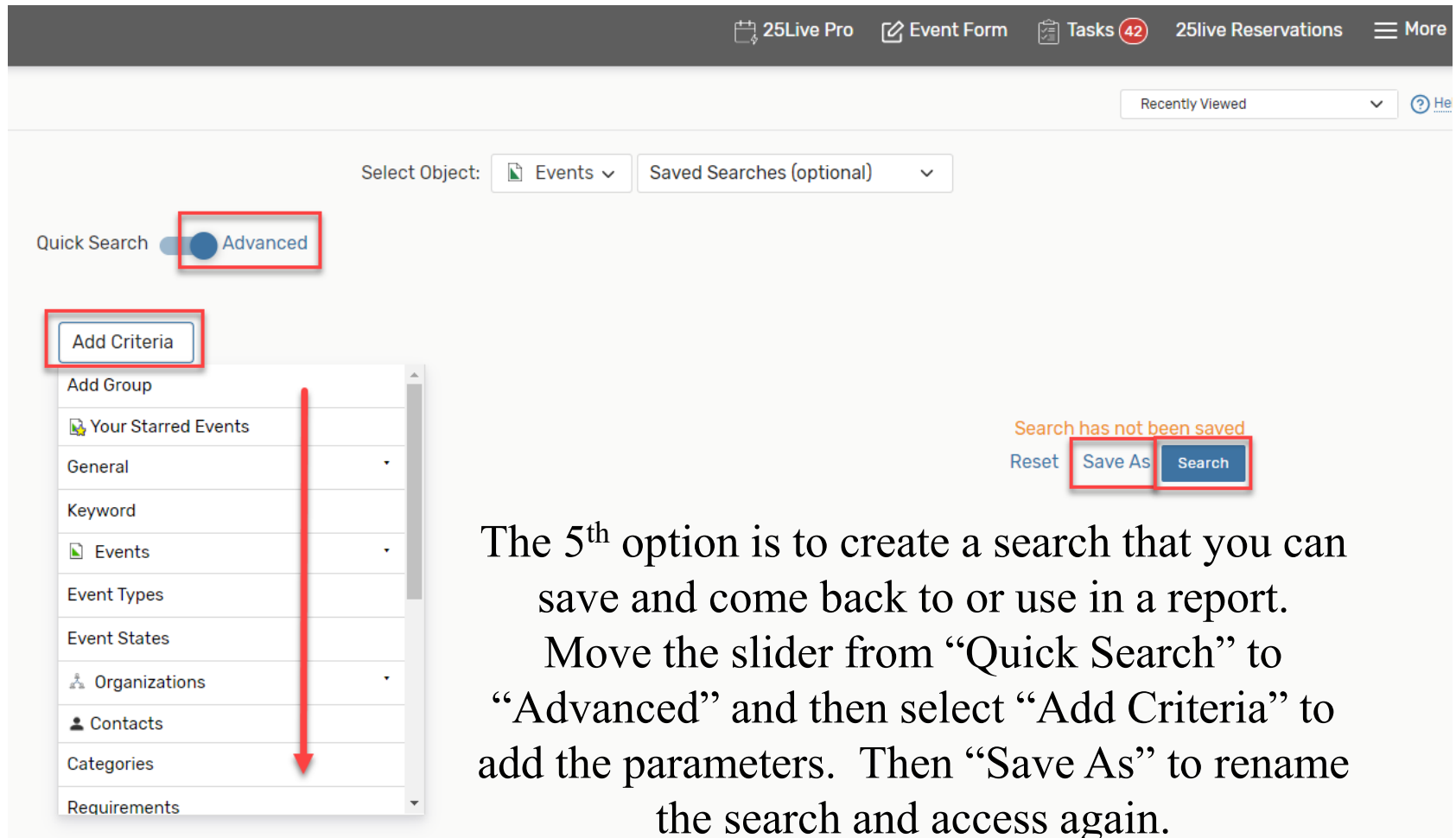First select the object you would like to search, 2nd choose to either go to a pre-defined search, or go to 3 to enter an event keyword/reference number. 4th option is to refine your search with additional parameters.

25Live PRO
"Go to Search - Advanced"

The 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"
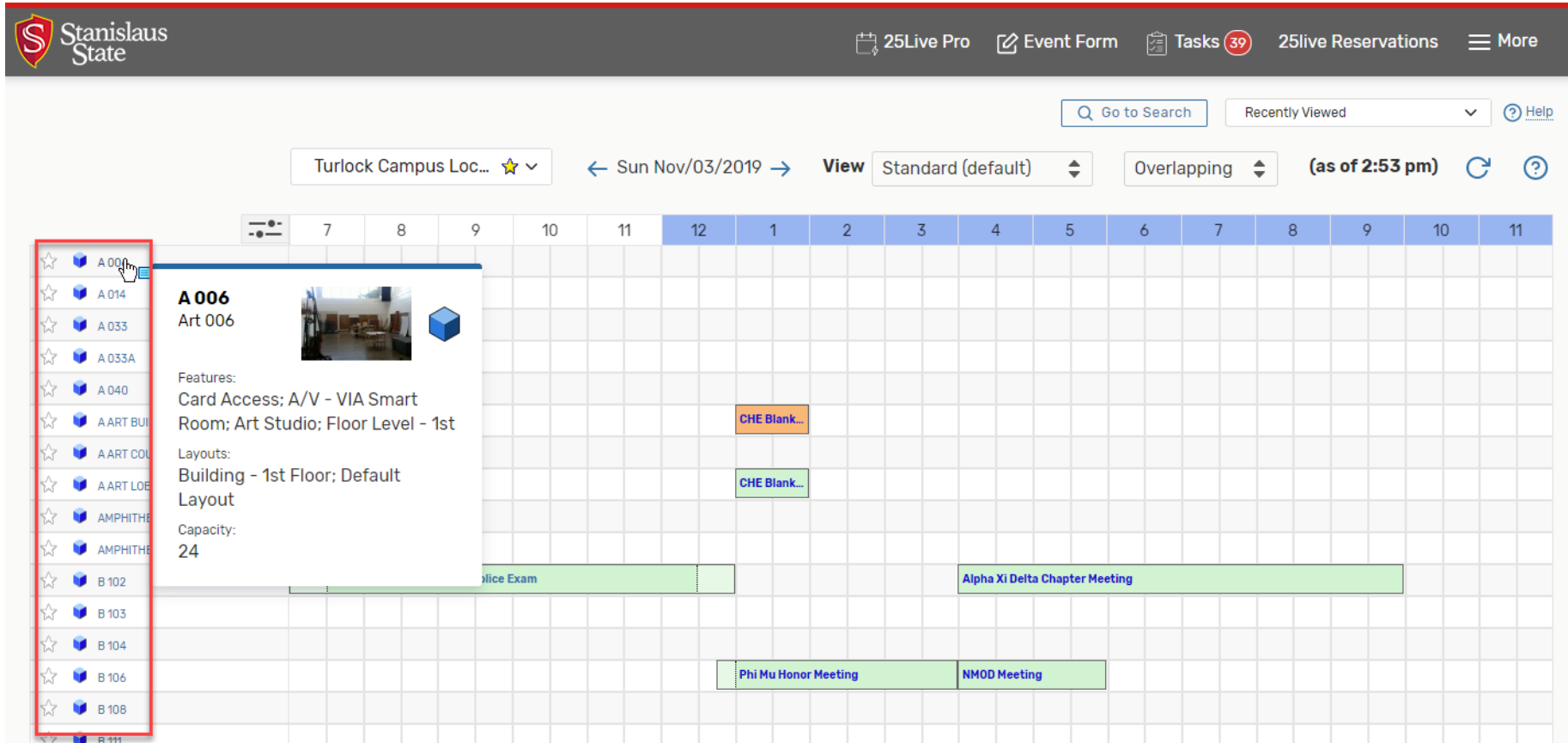
Access from the "More" Menu > Availability > Select Date

25Live PRO

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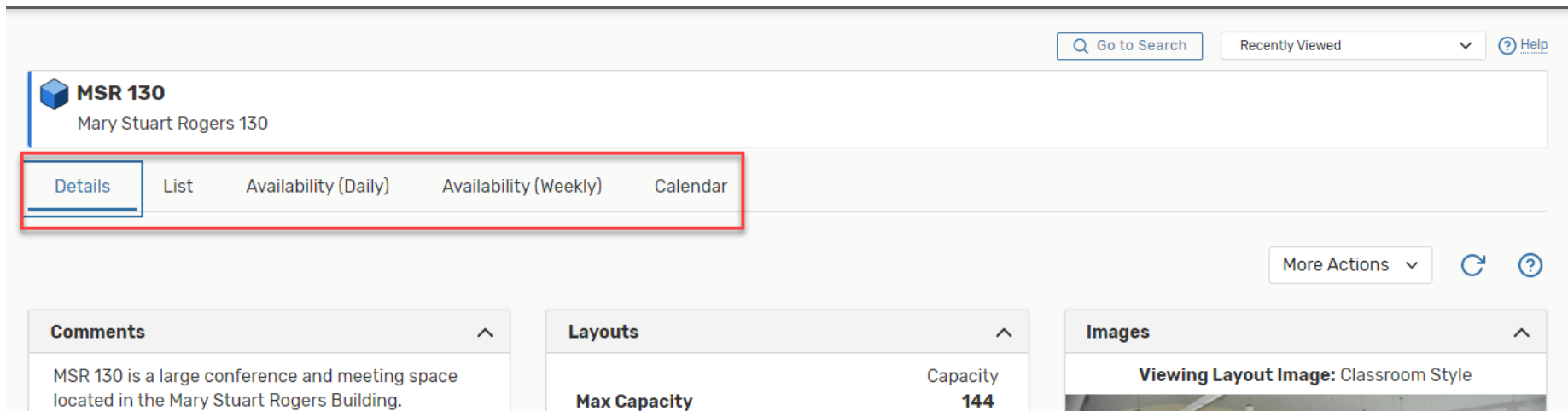
Hover over a location name to view limited information, or click on the location name to view additional information

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

25Live PRO
"Event Form"

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

«	‹	November 2019	›	»
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
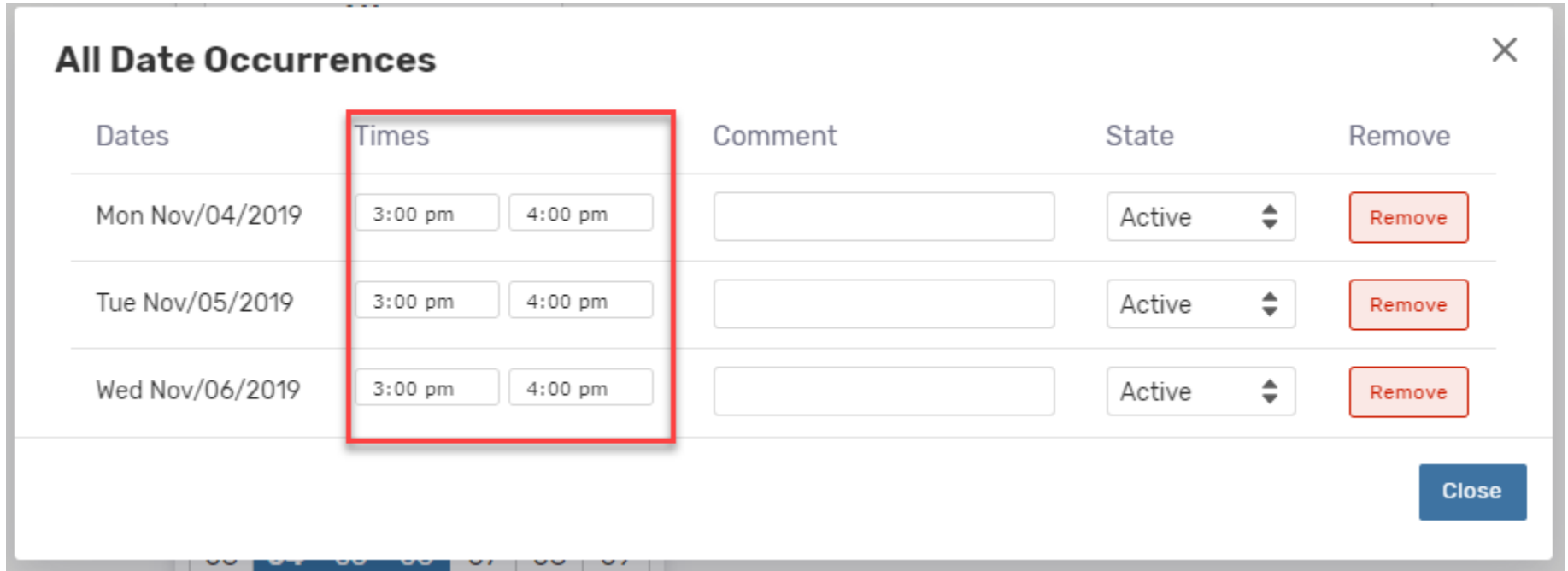
View All Occurrences

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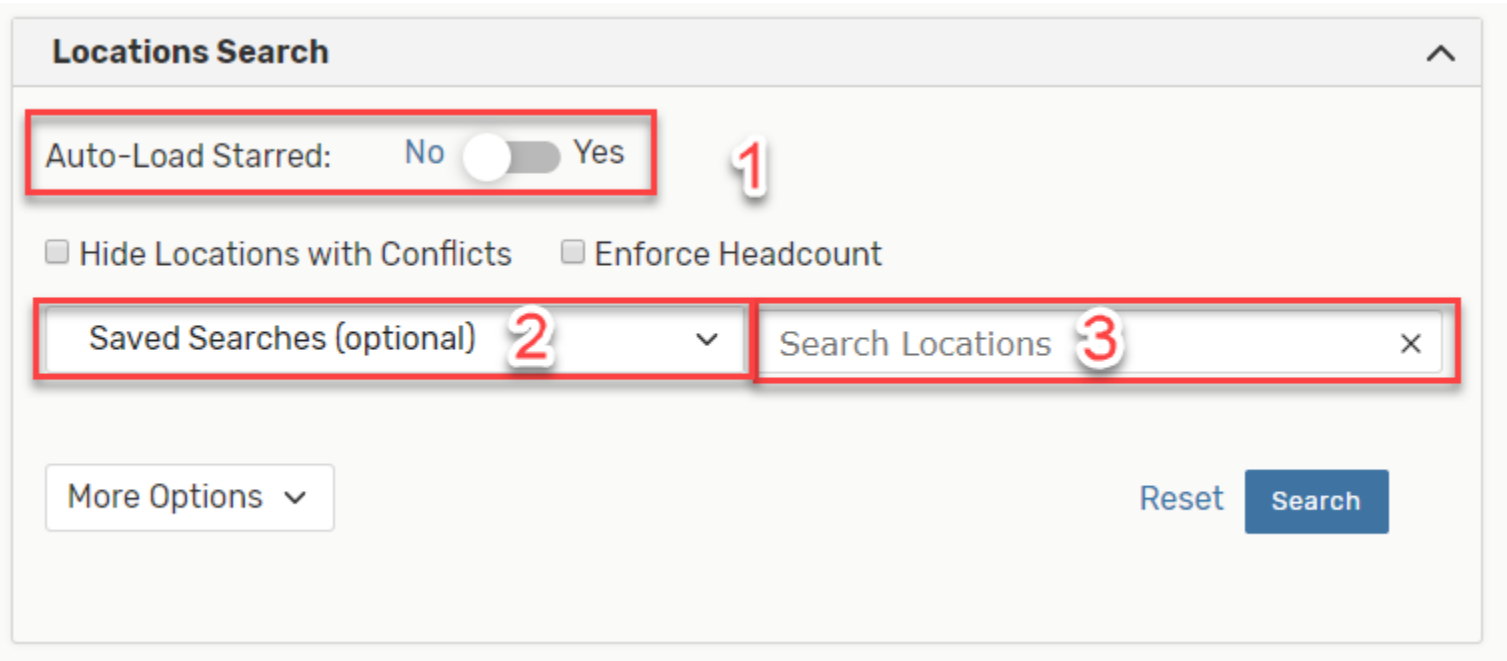
You can now change the event time/duration on multiple occurrences, but the setup and takedown durations remain the same on each.

25Live PRO

"Event Form – Location Search"

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"

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.

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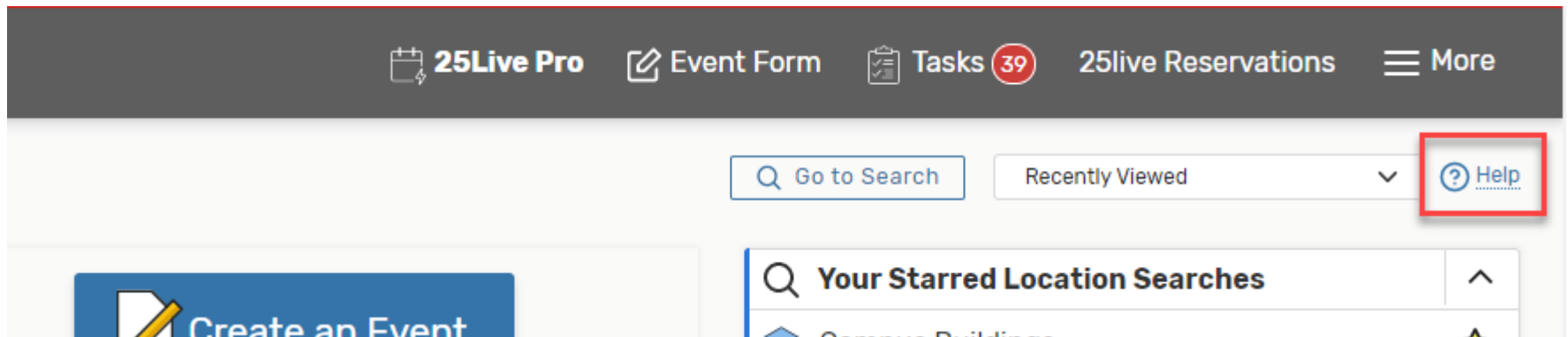
Selected which internal communication you would like
this event to be publicized in.

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