

# 25Live Step by Step Guide

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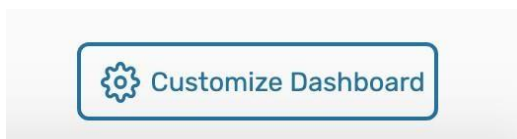
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## Navigating 25Live

Once you log into 25Live with your Bronco username and password, it will take you to the main dashboard. 25Live allows you to customize and move around panels to your preferred liking.

- By clicking on Customize Dashboard, you can add or remove panels from your view.



- Customizing your dashboard allows for you to quickly reserve events, view tasks, find locations, and a variety of other types of searches.


## Making Reservations

An event can be created in one of the following ways.

- Using the create **Event Form** button on top of your dashboard



- Using the **Find Available** Locations tab located on the main dashboard

 **Find Available Locations**

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**I know WHEN** my event should take place --  
help me **find a location!**

OR

**I know WHERE** my event should take place --  
help me **choose a time!**

### Creating a New Reservation


Once your ready to reserve an event, use the request form to input the following information:

#### *Name of Event and Primary Organization*

- In this section, you will search and select the organization that is hosting the event. (club, department, off campus)

#### *Primary Organization*

- The event name is how it will appear in searches and on the live calendar. Note that there is a 40 character limit and event titles may need to be abbreviated/shortened.

**Primary Organization** - Required 

▼
Remove

### *Expected Head Count and Date/Time*

- Enter the expected headcount, date, and time, for the event, which you can find on the request form

**Expected Head Count** - Required ⓘ

**Event Description** ⓘ

**Date and Time** - Required ⓘ

Fri Apr 24 2020

11:00 am

To:

2:00 pm

This event begins and ends on the same day

Duration:  
**3 Hours**

### *Repeating Events*

- You also have the option of selecting multiple dates for recurring events. (Daily, weekly, monthly)

Repeating Pattern

<< < April 2020 > >>

S	M	T	W	T	F	S
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	08	09

View All Occurrences

## Selecting Location(s)

- You can search for a room in the BSC/BRIC by one of the following ways.

### *Starred Locations*

The screenshot shows a 'Locations Search' window with the following elements:

- Auto-Load Starred:  Yes
- Hide Conflicts:  Enforce Headcount:
- Your Starred Locations: [Dropdown menu] Your Starred Locations [X]
- Buttons: Reset, Search
- Table with columns: Add, Name, Title, Capacity, Availability, Conflict Details

Add	Name	Title	Capacity	Availability	Conflict Details
<a href="#">Reserve</a>	<a href="#">035 1611D</a>	BSC Lyra	90	1/1	None
<a href="#">Reserve</a>	<a href="#">035 2132</a>	BSC England Evans	50	1/1	None
<a href="#">Reserve</a>	<a href="#">035 2135</a>	BSC Ursa Minor	250	1/1	None
<a href="#">Reserve</a>	<a href="#">035 2315</a>	BSC Orion Suite	80	1/1	None
<a href="#">Reserve</a>	<a href="#">035 2315A</a>	BSC Orion A	21	1/1	None

- 25Live allows you to save your preferred rooms, that way you can easily find the room you need.
- Once you have starred your preferred locations, they will automatically pop up when you click “Your Starred Locations”

### *Search Locations Bar*

- You can also search for the particular room you're looking for by typing the name of the room in the search bar.

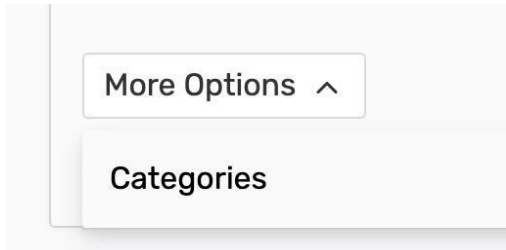
The screenshot shows a search bar with the following elements:

- Saved Searches (optional): [Dropdown menu]
- Search input: Andromeda [X]
- Hint: Hint! Type :: to use SeriesQL
- More Options: [Dropdown menu]
- Buttons: Reset, Search
- Table with columns: Add, Name, Title, Capacity, Availability, Conflict Details

Add	Name	Title	Capacity	Availability	Conflict Details
<a href="#">Reserve</a>	<a href="#">035 2341</a>	BSC Andromeda Suite	70	1/1	None
<a href="#">Reserve</a>	<a href="#">035 2341A</a>	BSC Andromeda A	21	1/1	None
<a href="#">Reserve</a>	<a href="#">035 2341AB</a>	BSC Andromeda AB	42	1/1	None
<a href="#">Reserve</a>	<a href="#">035 2341B</a>	BSC Andromeda B	21	1/1	None
<a href="#">Reserve</a>	<a href="#">035 2341BC</a>	BSC Andromeda BC	42	1/1	None
<a href="#">Reserve</a>	<a href="#">035 2341C</a>	BSC Andromeda C	21	1/1	None

### More Options

- By clicking more options > categories, you can check off Bronco Student Center and every location in the BSC will pop up



Reserve	<a href="#">035 2341</a>	BSC Andromeda Suite	70	1/1	None
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Once you have found the room you want to reserve, you can click the reserve button. You can reserve multiple rooms for an event. The room that you have chosen will appear under the location search section.

### Editing Location Occurrence

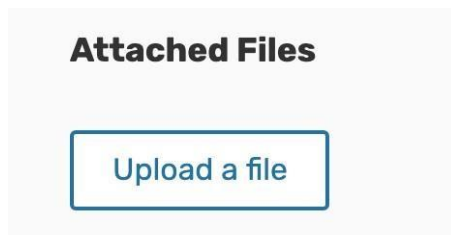
- 25Live gives you the ability to edit the settings for each occurrence and chosen location. By clicking View Occurrences, you can change the layout, time or provide specific instructions for any of the reserved locations.

035 2341		Date	Time	Conflicts	Included	Shared	Layout	Instructions	Attendee
<b>Set For All</b>				<input type="checkbox"/>	<input type="checkbox"/>				
<b>Fri May 01 2020</b>	11:00 am - 12:00 pm		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lecture (75)				
<b>Fri May 08 2020</b>	11:00 am - 12:00 pm		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Banquet (50)				

[Close](#)

## Upload Files

- In this section, you can upload any documents that the organization has provided such as:
  - Request forms
  - Approved EH&S forms
  - Purchase Orders/ CR's ■
  - Insurance documents
  - Signed confirmations, etc.
- You can also upload documents after you have saved the event if there is nothing to attach when you initially make the reservation.



## Confirmation Notes/Internal Notes

 A screenshot of a web form with two sections. The first section is titled "Confirmation Notes" in bold black text, followed by a small blue circle containing a white lowercase 'i'. Below this title is a large, empty rectangular text input field with a thin gray border. The second section is titled "Internal Notes" in bold black text, followed by a small blue circle containing a white lowercase 'i'. Below this title is another large, empty rectangular text input field with a thin gray border.

- *Confirmation Notes:*
  - In this section, diagram links and other notes from the C&E department will be noted here for the reservation. details still required, requesting AV to be present at the event, etc.) Keep in mind that these notes will appear on the confirmation that is sent out.
- *Internal Notes:*
  - In this section, you can request specific equipment (A/V assistance, round tables, etc.) for the event or see reminders about details that may still be missing to confirm the event (i.e. purchase order still required, EHS approval, etc.)



**Affirmation** - Required

By checking this box, I confirm that I have read, understand and agree to abide by the

**After Saving This Event...**

- Go To Event Details
- Create Another Related Event
- Create A Related Copy of This Event
- Continue Editing Event
- Create Another Event

Cancel Preview Save

I agree

**Expect an email regarding the confirmation status of your event from a reservation's specialist within 10 business days.**

**Submit event reservations request 3 weeks prior to the preferred date of event to ensure space is available.**

**This is a REQUEST for space and not a confirmation until you receive an email confirmation from Conference and Events. Please keep a look out for emails regarding your event.**