25Live Step by Step Guide
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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 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

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**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.
**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 and Date/Time](image)

**Repeating Events**

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

![Repeating Events](image)
Selecting Location(s)

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

**Starred Locations**

- 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.
More Options

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

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.
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.

Attached Files

Upload a file

Confirmation Notes/Internal Notes

● 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.)
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.