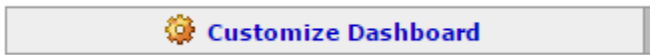


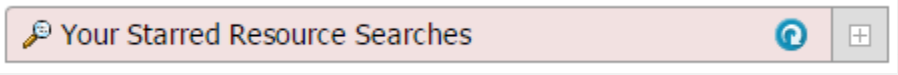
Using either **Chrome** or **Firefox**, enter 25live.bryant.edu .

The Welcome Screen appears. Sign in using your network credentials. There are two views: Dashboard or Calendar. It is recommended that you have the Dashboard as your default view, as the Calendar view can take time to load. (*Tabs in 25Live are sticky, so whichever one you leave it on when you sign out is the one that will appear when you sign back in.*) The picture below shows a Dashboard that was customized to remove some dialog boxes that aren't necessary for this user.

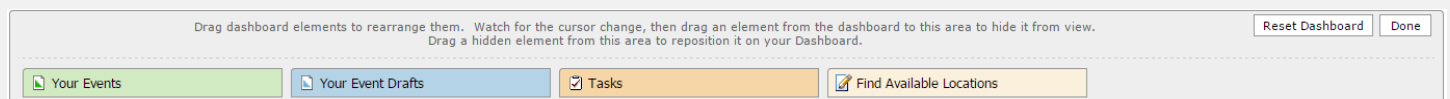
From the Dashboard screen, customize your dashboard to 'tidy' it up by removing some of the boxes that you do not use. Anything you remove from this view can be brought back. To change your dashboard, click



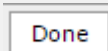
Then, for any of the boxes you do not want on your screen (*for example Your Starred Resource Searches,*



click and hold on the box's banner and drag up to the gray area at the top then release:



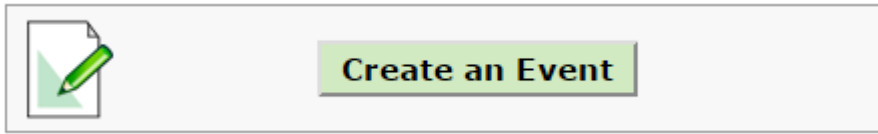
When you are done, click



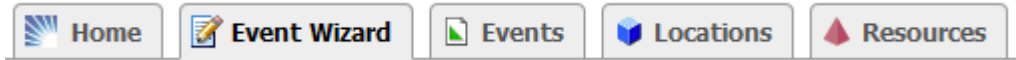
To bring back something you put in this gray area, just click Customize Dashboard and click, hold, and drag it back.

To Create an Event Request


From the **Dashboard** view, click either



Or click the **Event Wizard** tab



When the wizard appears, complete each field, clicking Next to move to the next page.

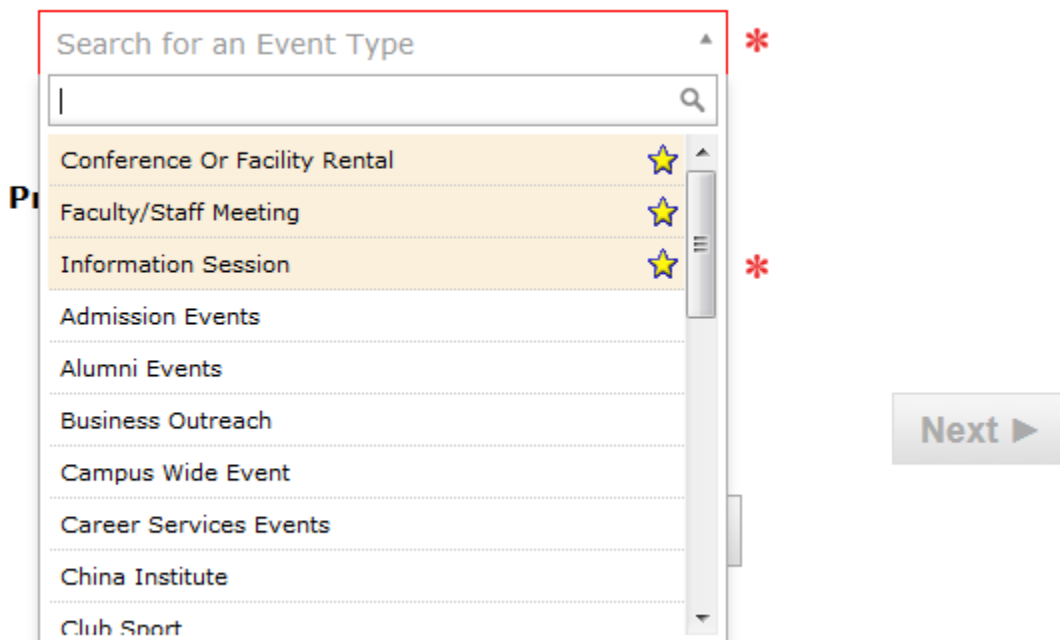
Required fields are denoted with a .

The **Event Name** should be descriptive. If it is an event that happens every year, put the year at the end of the name. For example, *World Trade Day 2017*.

The **Event Title** is *optional*. It just gives you more space if you need to get more descriptive.

Clicking in the **Event Type** field brings up a dropdown box of choices. Click the appropriate Type. Once you've selected the Type, you can make it a Favorite by clicking the white star which appears next to the name. The star will turn yellow. All of your favorite Event Types will automatically show up at the top of this list for future requests.

Event Type



To choose your **Primary Organization**, click on the Down Arrow in the search box, then click Browse... You can find what you are looking for by Searching (enter some or all of the name), using the Index, or by looking by Type or Category.

Select an Organization

Find By...	Categories
Your Starred Organizations	Academic Affairs
Search	Academic Club
Index	Business Affairs
Types	Chafee Center
Categories	Club Sports
	Development
	Enrollment Management

Once you've made your selection you can make your selection a Favorite by clicking on the white star so that it turns yellow.

Click to go to the next page.

Enter the expected Head Count.


Enter additional basic event information.

Expected Head Count

*

Event Description is a future feature so you do not need to enter anything in here.

Event Description



Font Family Font Sizes

Click [Next ▶](#).

If your event will repeat on additional dates, choose **Yes** on this screen; otherwise, choose **No**.



Does this event have more than one occurrence?

No

This event has only one occurrence.
Any other related events are separate and distinct.

Yes


This event has more than one occurrence.
It has daily, weekly, monthly or ad hoc repeats, and they are all part of the same event.


Enter the date of the event (*start and end dates are the same unless the event spans midnight*) and the start and end times.



Tell us WHEN this event takes place.

Select the dates and times of the *actual event*.
Setup, takedown, pre- or post-event times can be specified below.

Event Start: Wed Jun 15 2016  11:00 am

Event End: Wed Jun 15 2016  12:00 pm

The event begins and ends on the **same day**.

Does this event require
Setup or Pre-Event time? **Yes** **No**

Does this event require
Post-Event or Takedown time? **Yes** **No**

University Scheduling enters the setup and takedown times so leave those as **No**.

Click .

Choose your Location or Locations (you can choose more than one for the same event as long as the date and start/end times are the same).



Find and select EVENT LOCATIONS.

★ Your Starred Locations...

BELLO 214

Seminar Room 214

Max Capacity: 20



FSC PAPITTO

Fisher Student Center Papitto

Max Capacity: 115



UNISTR 345

Unistructure 345

Max Capacity: 36



Show only my authorized locations that have no time conflicts

Enforce head count

Refresh

Search by Location Name...

Saved Searches...

Advanced Search...

Make sure you click on your Location selection so it moves to the right part of the screen:

Find and select EVENT LOCATIONS.

★ **Your Starred Locations...**

BELLO 214 Seminar Room 214 Max Capacity: 20	✓
FSC PAPIITTO Fisher Student Center Papitto Max Capacity: 115	✓
UNISTR 345 Unistructure 345 Max Capacity: 36	✓

Show only my authorized locations that have no time conflicts Refresh

Enforce head count

Search by Location Name...

Click the Pencil to enter Setup Information when appropriate. HIDE ▲

Selected Locations

UNISTR 345 ✓★✕

Unistructure 345
Max Capacity: 36
Features: ANALOG PHONE LINE(S); BLIN; INSTRUCTOR STATION; TABL; WBD; WIND
Conflicts: None
Layout: Tables & Chairs [36] ▼
Setup Instructions:

Attendance:

💡 Setup instructions go in the **Setup Instructions** box.

If you need to request Parking Spaces (only during the fall and spring semesters) or AV (you still need to request AV equipment through WebcheckOut or by contacting AV directly), choose the appropriate Resource:

Find and select EVENT RESOURCES.

★ **Your Starred Resources...**

A/V	∞
Parking Spaces	93/115
Public Safety (If Event Spans Midnight)	1/1

Refresh

💡 Make sure you click on the Resource in the above box so that it moves to the right side of the screen.

You should not change the Contacts for your request:


Select **CONTACTS** for this event.

Scheduler

 SHARON RUTHVEN   


Requestor


 TEST FACULTY   

Internal Notes will only be seen by the person scheduling your event.  **Remember, room setup instructions go with the Location, not in this field.**

Add additional **COMMENTS** and **NOTES** for this event.

Internal Notes

If your request is complete, click  **Save**; otherwise, modify your request or Cancel it altogether.

 **NOTE:** If you need to change pages, **DO NOT** use the back arrow at the top of the screen (next to the URL). Use the **Next** and **Back** arrows in 25Live:

 **Back**

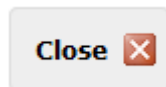
Next 

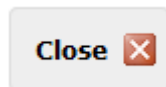
If you have done everything correctly, you will see (drum roll, please):

The screenshot shows the 25Live web interface. At the top, there's a navigation bar with '25Live' logo and user information: 'Welcome, TEST FACULTY', 'Preferences', 'Sign Out', and 'Today is Wed Jun 15 2016'. Below the navigation bar are tabs for 'Home', 'Event Wizard', 'Events', 'Locations', 'Resources', 'Organizations', 'Tasks', and 'Reports'. The main content area has a breadcrumb trail: 'Untitled #1' > 'Facilities Meeting' > 'New Event...'. On the left, there's a sidebar for 'Facilities Meeting' with details: 'Faculty/Staff Meeting', 'FACILITIES', '9 Attendees Expected', dates 'Wed Jun 15 2016 11:00am - Wed Jun 15 2016 12:00pm', scheduler 'SHARON RUTHVEN', and requestor 'TEST FACULTY'. The ID is '2016-AAIUKO'. A green 'Done' button is at the bottom of the sidebar. The main content area features a green success message: 'This event has been successfully saved.' with a 'Close' button. Below this is a section 'Here's Some Information About Your Event' with a sub-section 'Locations Saved as Event Preferences' stating that 'UNISTR 345' and 'BELLO 214' were converted to preferences. There are three sections: 'What's Next?' with buttons for 'View Details', 'Edit', and 'Email'; 'Event Preferences' listing 'UNISTR 345' and 'BELLO 214'; and 'More Event Options' with links for 'Print Confirmation', 'Copy', 'Create "To Do"', 'Manage Relationships', 'Manage Bindings', 'Take Ownership of this Event', and 'Add to Starred?'.

Since you are only requesting a space and not assigning a space, you will see the message above regarding converting your location to a preference. This is normal.

You can edit a request as long as it is a Draft, meaning it has not yet been processed by a scheduler.



If you are done, click the  box to close this request:



Important Things to Remember:

You must log in with your network credentials.

You MUST click the location and resources you want so they move into the right column. If you do not do this, your request will be incomplete.

If you request the Bello Grand Hall, you must complete the GH forms (they will be attached to your event summary email): Fill out the approval form and give it to your supervisor. Once it is signed by the president, University Scheduling receives a scanned copy. The GH setup diagram can be sent to University Scheduling at any time, **but at least two weeks prior to your event**. When the signed GH approval form and the completed setup diagram are received, your event will go from Tentative to Confirmed.

25Live allows you generate reports (ex. Monthly calendar of your events). All reports work from searches that you create. The instructions for these are in another document.

If you need to make a modification to an existing reservation (you want to change the date, time, location, etc.) do not submit a new request. Email me the Reference ID (ex. 2016-AAIXYZ) and what needs to be changed.