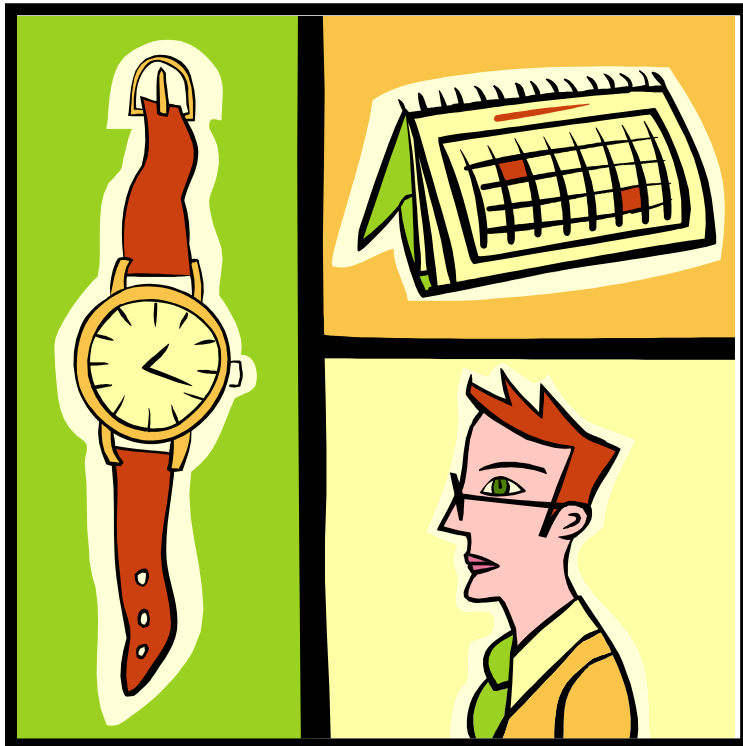


25Live

Basic User's Guide



*Note: 25Live works best in Mozilla Firefox or Google Chrome.
Netscape is not recommended.*

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Department of Event Management

23 Adirondack View

802-443-2885

25Live vs. the Campus Calendar of Events

What's the difference?

Campus Calendar of Events:

(Find the online "Calendar of Events" link on the Middlebury home page, or type [go/events](#) in the URL field of your web browser.)

- **Not all "events" are published to the web calendar!** Publicity is at the discretion of the event organizer. We do not publish an event to the web calendar unless the organizer requests it.
- "Featured Events" are a *sub-set* of the campus Calendar of Events.
Featured = major all-campus events that are also open to the public.
"More Campus Events" = Featured *plus* other events internal to the campus.
- Event detail (when you click on an event title) includes publicity text. Service & equipment requirements are NOT displayed in the campus calendar.
- Information is automatically updated throughout the day by CollegeNet (the software provider).

The screenshot shows the 'Academic Calendar' page. The sidebar on the left contains links: 'Calendar of Events', 'General Information', 'How to Submit an Event', 'Policies and Procedures', and 'Contact'. The main content area displays the date 'WEDNESDAY, JANUARY 27, 2016' and the time '9 am'. The event title is 'Senior Studio Art Thesis Exhibition' in blue. Below the title is a description: 'Graduating seniors from the Class of 2015.5 exhibit works in various media in this culminating exhibition, which showcases the work of advanced students completing semester-long, independent projects. On-going through January 31. Sponsored by the Program in Studio Art.' There are also links for 'ADD TO CALENDAR' and 'FORWARD TO FRIENDS'. A 'Featured Events' link is circled in red in the top right, and a 'Click Here for More Campus Events' link is circled in red in the bottom left.

25Live:

Access 25Live via "Space Features & Availability Search" in the menu on the Event Management web page or type [go/25live](#) in your Mozilla Firefox or Google Chrome web browser.

- Classes and most events, **including those not published to the campus web calendar**, can be viewed here. Some exceptions:
 - Conference rooms
 - Registered parties
 - Old Chapel Board Room
 - President's House
 - President's Dining Room (Proctor)
 - Hadley House
- Event detail (when you click on an event) includes Resources, but *not* Instructions (notes). [Resources = service & equipment needs]
- Information is LIVE! 25Live is a portal to Resource 25 (R25), our event management database.

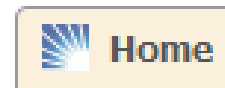
When checking dates to plan a major event, please also call our office! We may be planning events that have not yet been published to 25Live or the Campus Calendar.

Using 25Live: The Basics

Prior to submitting an event request, you will find it helpful (and time saving) to check room availability. In 25Live, you can get a quick availability view of most spaces, any time!

What is 25Live?

- It's a database search engine! 25Live gives you direct access to the current class and event schedules. You can quick-check event information anytime, anywhere.
- Play with it! You can't change or delete information. You have "view only" access. General campus users do NOT need to sign in.
- If you get lost, you can always "go Home!" Click on the Home tab:



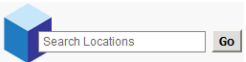
Finding 25Live

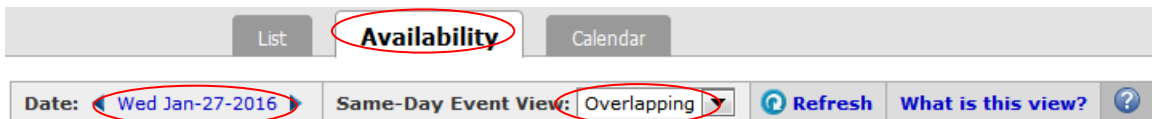
Type [go/25live](#) in your web browser address field to reach the 25Live home page, or access via the Event Management web site. *Remember: 25Live works best in Mozilla Firefox or Google Chrome. Netscape is not recommended.*

25Live Home page:

A screenshot of the 25Live web application interface. At the top left is the "Middlebury" logo. To the right, it says "Sign In" and "Today is Wed Mar-08-2017" with a "Help" button. Below the header is a navigation bar with tabs for "Home", "Events", "Locations", "Resources", and "Organizations". The "Home" tab is circled in red. Below this is a banner that says "Use 25Live to check space availability for your event!" with buttons for "Dashboard", "Calendar", and "Availability". The main content area is divided into two columns. The left column has "Public Event Searches" and "Public Location Searches" sections, each with a list of search options. The right column has a "Quick Search" section with three search boxes: "Search Events", "Search Locations" (circled in red), and "Search Resources", each with a "Go" button. At the bottom, there is a footer with "Icon Legend", "Feedback", "Help Tips: Enabled", and "Text Size" controls. A "Sign In" button is also visible in the bottom left corner.

Check Availability of a Space

- In the **Quick Search, Search Locations** field  enter a keyword (part of the space name or the space code). *WARNING: If you enter the building name only, you will wait for the system to load every schedulable space in that building. However, if you want a space on the 2nd floor of Bicentennial Hall, enter "MBH 2" to narrow your search.*
- When 25Live loads your location/s, select **Overlapping** as your **Same-Day Event View**. It is easier to view more spaces at once.
- Click on the **Availability** tab and select the date you wish to check (click on the date for a drop down calendar):



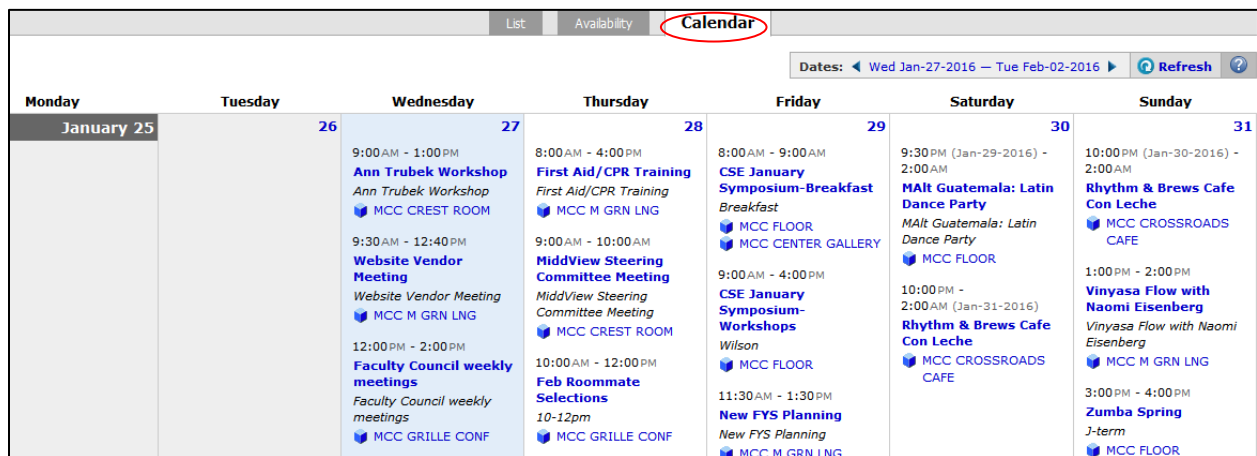
- 25Live will show you an hourly block grid of events in the space/s you searched for that date. Place the cursor over scheduled shaded blocks to see event details.

Name	0	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
MCC 140																								
MCC CENTER GALLERY																								
MCC CREST ROOM																								

Art Department Meeting Reservation: Meeting Reserved: 10:00 AM - 12:00 PM Reference: 2008-AAAXFG Organization: DEPARTMENT OF DEANS

You may notice in the "What is this view?" section of the Availability tab, a note implying you can create an event here. Users without log-in credentials do not have this ability.

The **Calendar** tab gives a minimum 1 week view of events in calendar format:



The **List** tab shows *some* detail about the space itself:

Name	Formal Name	Categories	Features	Layouts	Max Capacity
MCC 140	McCullough Green Room	Team 4 (Dan Celik)	Laptop connection/Projection, Sofa - 3 seat		0
MCC CENTER GALLERY	McCullough Center Gallery	Team 4 (Dan Celik)	Cable TV Connection, Chairs-Other, Sofa - 3 seat, Tables	Lounge Style	20
MCC CREST ROOM	McCullough Crest Room	Conference Room, Dining, Flexible Seminar, Smart Classroom, Team 4 (Dan Celik)	Aux. HDMI input, BLURAY player/Multiregion DVD/CD player, Carpeting, Chairs-Other, Data Port, Laptop connection/Projection, Projection Screen - Wall Mounted, Seminar Table(s), Tables, Video/computer projection	Closed Square/Rectangle	25

View Space Details & Photos


In the **Locations** tab, in any sub-tab (List, Availability, or Calendar) you can click on the space name to reveal an additional **Details** tab. In the **Details** tab you will find:

- **Comments** – pertinent notes about the venue, its capabilities and limitations.
- **Features** – furniture and equipment standard to the space. *We try to keep these lists current. If you encounter discrepancies, we appreciate hearing about them!*
- **Attributes** – will note spaces requiring special permission for use, having capacities specific to classroom vs. standing/reception use, or other custom attributes.
- **Layouts** –the standard room arrangement and its capacity, or a list of capacities for other approved layouts if applicable to that room.
- **Categories** – database classification/s for the room, and the custodial team that manages that space.
- **Images** – Photos are posted for most commonly used venues.

MCC M GRN LNG (McCullough - Mitchell Green Lounge)

Details | List | Availability (Daily) | Availability (Weekly) | Calendar

Actions... | Refresh | ? | X

Comments	Layouts	Capacity	Images
<p>- 15 lounge chairs; easily moved, but not stackable and not usable at tables for conference style seating. - Computer projector on A/V cart. - Two labelled phone jacks that accommodate Polycom conference phones: north wall: x2025 under portrait: x2046</p> <p>Default Instructions none</p> <p>Features Chairs - Stack (28) Chairs-Other (15) Chalkboard -Portable Computer Projection Phone Jack Projection Screen Fixed Tables (4) Transparency Projector (OHP)</p> <p>Attributes none</p>	<p>none</p> <p>Max Capacity 49</p> <p>Categories ADA Restroom Close ADA accessible - Full Conference Room Lounge Team 4 (Dan Celik)</p> <p>Related Spaces none</p> <p>Location Scheduler none</p>		<p>Viewing Layout Image: Lounge Style</p>  <p>View this location's availability!</p>

View a Week's Schedule for a Space

1. Search for your desired location from the **Search Locations** field on the **Home** tab; or from the **Locations** tab, use the **Search for Locations** sub-tab.
2. When the space is found, select the **Availability** tab & click the **Load Availability** button.

Home Events **Locations** Resources Organizations

Search For Locations Pre-Defined Location Searches

Search by Keyword: crest room X GO More Search Options

List **Availability** Calendar

Date: Wed Jan-27-2016

Load Availability

3. A **Same-Day Event View** will be loaded. Click on the space name and additional tabs for **Daily** and **Weekly** availability will appear.

List **Availability** Calendar

Date: Wed Jan-27-2016 Same-Day Event View: Overlapping Refresh What is this view?

Name	0	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
MBH 104									GEOG 101	BIOL 028														

4. In the **Availability (Daily)** tab, a one-week schedule grid will be displayed so that available times are clearly visible. **Overlapping** is the recommended viewing option. The alternative option (**separated**) displays every event shown on a separate line.

MBH 104 (McCardell Bicentennial Hall 104)

Details List **Availability (Daily)** Availability (Weekly) Calendar

Dates: Sun Jan-24-2016 — Sat Jan-30-2016 Weekdays: All Days Same-Day Event View: Overlapping Actions... Refresh

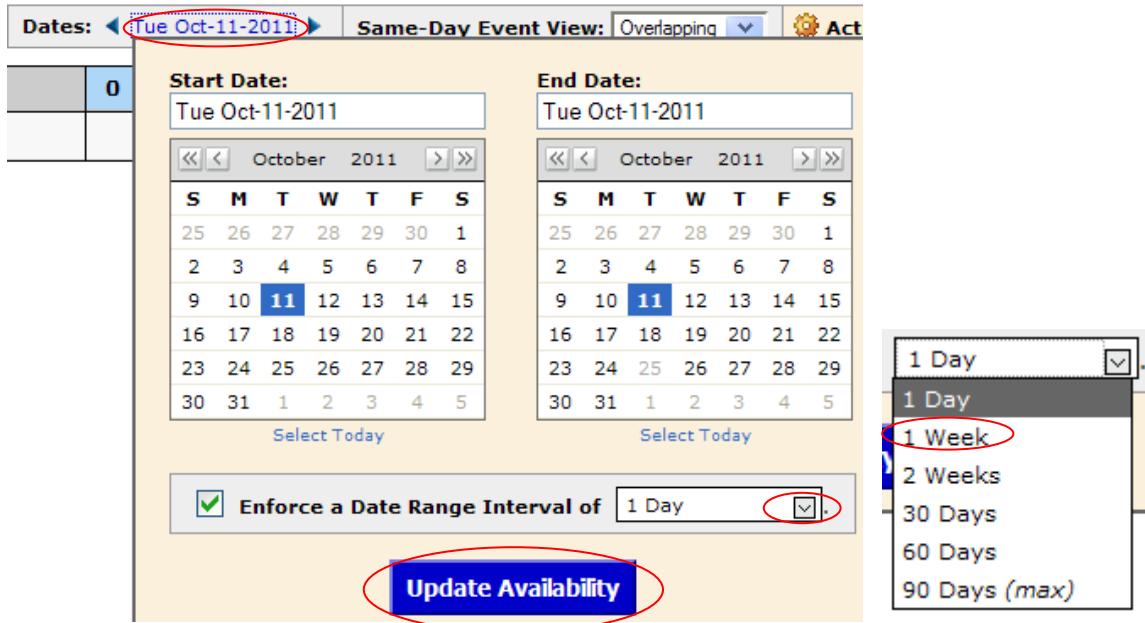
What is this view?

Date	0	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
Sun Jan-24-2016																								
Mon Jan-25-2016											BIOL 0280					PSYC 101				GEOG 1007				
Tue Jan-26-2016											BIOL 0280													
Wed Jan-27-2016									GEOG 1007		BIOL 0280													
Thu Jan-28-2016									GEOG 1007		BIOL 0280													
Fri Jan-29-2016																								
Sat Jan-30-2016																								

5. The **Availability (Weekly)** tab shows a comparison of events scheduled in the selected location over multiple weeks, grouped by day. **Number of Weeks** is a selectable option at the top of the tab.

All three views allow for selecting your desired date range:

1. Click on the date or date range to open the tab. Select a **Start Date**.
2. Select **Enforce a Date Range Interval** and click on the drop-down menu.
3. Select the desired interval (1 or 2 weeks is recommended for quick loading and ease of viewing).
4. Click the **Update Availability** button. Your **Availability** hourly block-grid will now show an entire schedule for the selected date range.*



***Caution: The schedule is LIVE!** You may view a 1-week schedule now, but events may be added at *any time*. It is good practice to request additional scheduled time for any set-up or preparation that you or a guest speaker may need. Never assume that an open time block will remain available in the future. Always submit an Event Reservation Request Form (on the Event management web site) to secure the space you need.

Schedule-Viewing Tips

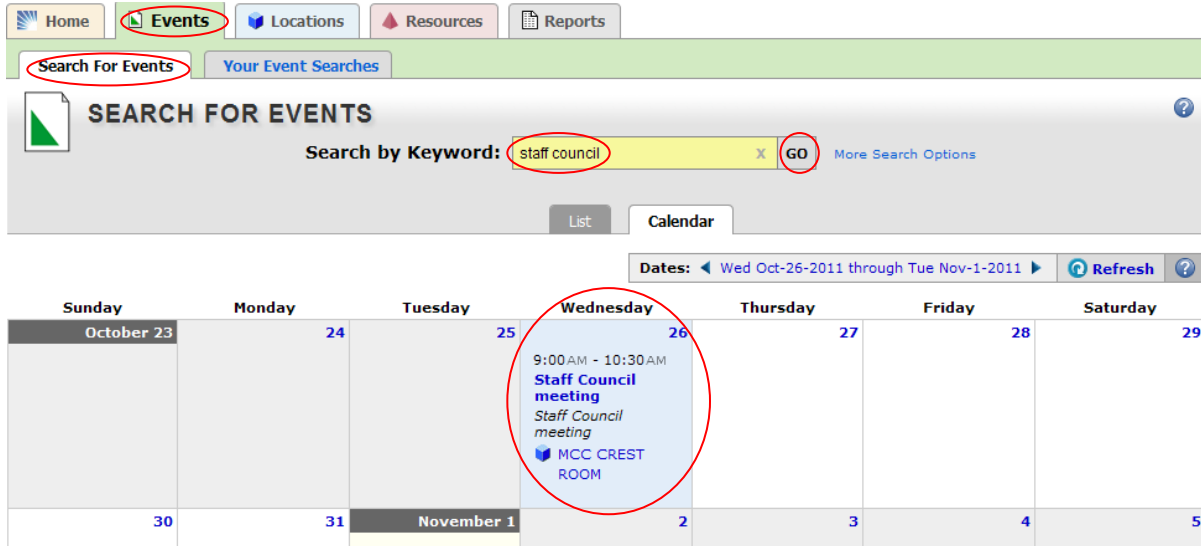
- Placing the cursor over an event block in the **Calendar** or **Availability** tabs provides an event summary.
- Dotted lines within an event block indicate additional time reserved before or after the event (to allow for set-up time or adequate time between events).
- In the **Calendar** view, today's date will be shaded light blue.
- In the **Calendar** view, events are ONLY shown for the dates selected in the date range at the top of the **Calendar** tab. Dates outside the date range are shaded light grey (on most computer screens). This does NOT necessarily mean there are no events on those dates. It means they were not included in the selected date range.
- Questions about what is displaying in the tab you are viewing? Click on **What is this view?** near the top of the tab.

[What is this view?](#)

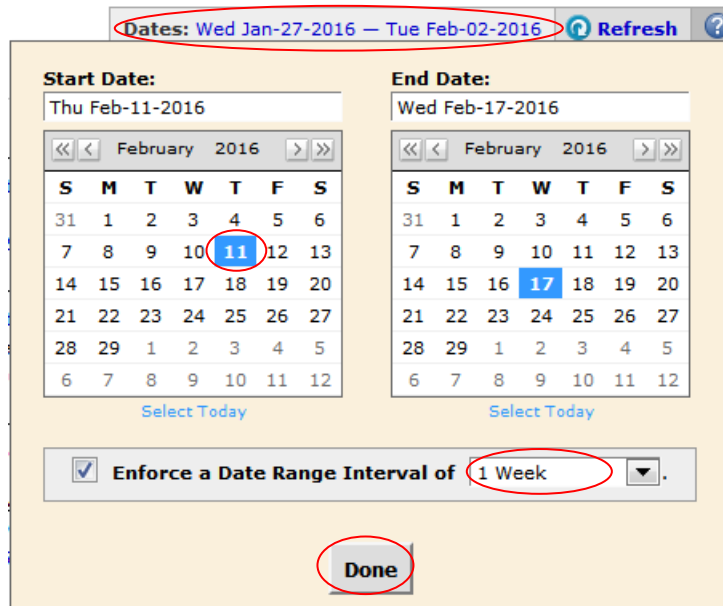
Two Ways to Search for an Event!

Keyword Search

1. Click on the **Events** tab.
2. Click on the **Search for Events** sub-tab.
3. Enter part, or all, of the event name into the **Search by Keyword** field.
4. Click **Go** and see what turns up!

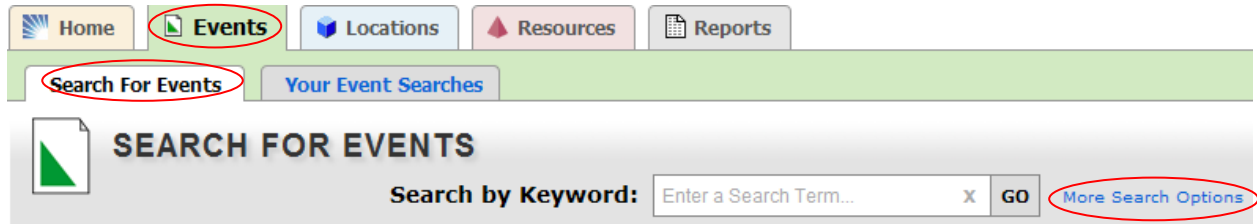


5. 25Live will search the current week. To check other dates, click on the drop-down calendar, click on a **Start Date**, and choose a **Date Range Interval**. Then click **Done**.

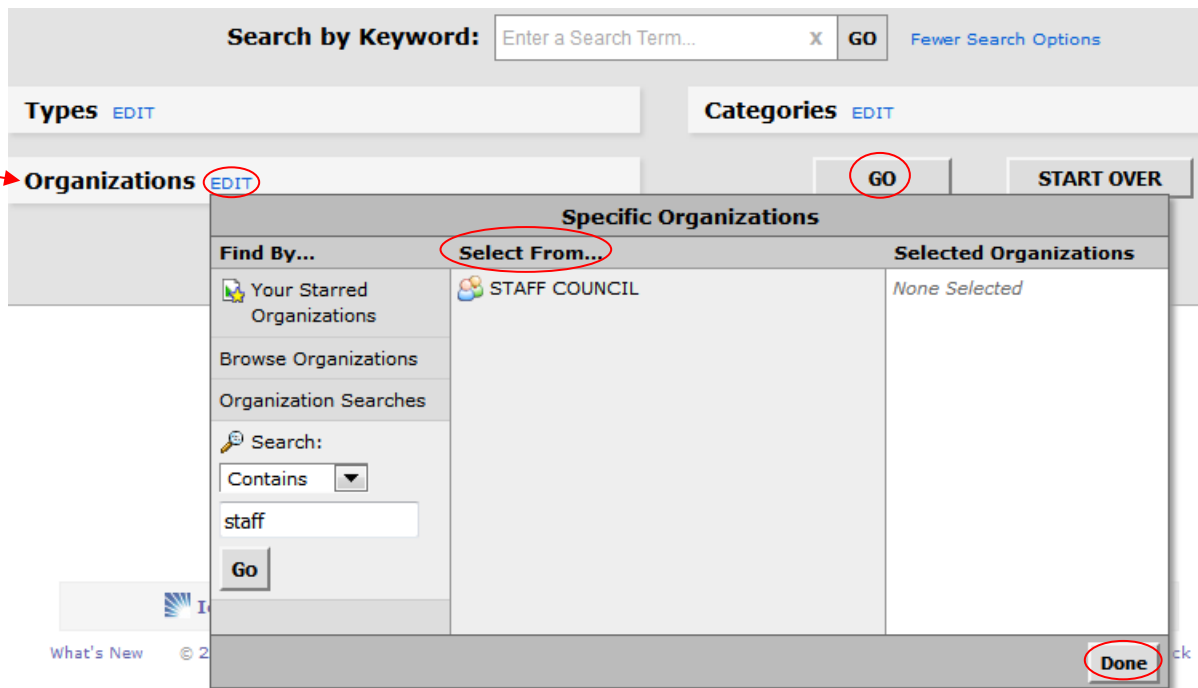


Search by Organization

1. Click on the **Events** tab, and the **Search for Events** sub-tab.
2. Click on **More Search Options** and additional criteria fields will appear.



3. Click on **Edit** in the **Organization** field and a search window will open. Browse or search for the organization sponsoring the event you are looking for.
4. When the desired org. appears in the **Select From** column, you must click on the org name to place it in the **Selected Organizations** column. Then click **Done**.



5. Click on **GO** and 25Live will retrieve any events related to the selected organization/s within the specified time range.

Searching for Spaces w/Specific Features or Equipment

Find an Available Space that Meets Your Needs

1. Click on the **Locations** tab. This opens the **Search for Locations** sub-tab.
2. Select the **Availability** view and specify the date you wish to schedule your event.
3. To the right of **Search by Keyword** field, click on **More Search Options** (this changes to read “**Fewer Search Options**” after it is selected).
4. Click on **Edit** in the **Categories**, **Layouts**, or **Features** fields, and select the desired parameters from the drop-down lists. *For example: if you need a room with a computer PC installed in the lectern (Feature), an auditorium-style room (Layout), or a computer lab (Category).*
5. Set the minimum **Capacity** (attendance) expected for your event.

The screenshot displays the 'Search For Locations' interface. At the top, there is a navigation bar with tabs for 'Home', 'Events', 'Locations', 'Resources', and 'Organizations'. Below this is a sub-tab bar with 'Search For Locations' and 'Pre-Defined Location Searches'. The main search area includes a 'Search by Keyword' field with a search icon and a 'Fewer Search Options' link. There are three filter sections: 'Categories' with an 'EDIT' link, 'Layouts' with an 'EDIT' link, and 'Features' with the text 'Computer PC installed in podium/lectern' and an 'EDIT' link. A 'Capacity' field is set between '30' and an empty field. There are 'GO' and 'START OVER' buttons. At the bottom, there are 'List', 'Availability', and 'Calendar' view options. Below the view options, the date is set to 'Thu Feb-04-2016' and there is a 'Load Availability' button.

6. Click on the **Go** button and 25Live will retrieve all of the spaces that meet your criteria, and display them in an availability grid.

Availability grid:

7. Set the **Same-Day Event View** to **Overlapping**. Your results load faster and are easier to view. Otherwise, each event will be displayed on a separate line.
8. Select a **Date** from the drop-down calendar to check other dates if desired.

Tips:

- Fewer parameters may produce better results. If you have selected parameters from all three drop-down categories and the search yields poor results, try eliminating your least critical parameter.
- Place the cursor over any event block to confirm start/end times, and see basic information about the event.
- When an event block is unreadable, this represents cross-listed courses. Select **Separated** in the **Same-Day Event View** to view these individually.
- If a scroll bar is visible at right, this indicates there are more locations to be displayed. You can use the scroll bar, or you can click & drag the dotted line at the bottom of the grid to expand the grid window.
- Click the **Start Over** button in the **Search for Locations** sub-tab to clear all parameters before starting a new search. (see image on previous page)

Search for a List of Particular Spaces

To see a list of particular spaces, including details about those spaces, perform a search as outlined in *Find An Available Space that Meets Your Need*, but use the **List** view.

For example, if you are interested in seeing how many Windows computer labs exist on campus, you can select and search that **Category**.

The screenshot shows the 'Search For Locations' interface. At the top, there are navigation tabs: Home, Event Wizard, Events, Locations, Resources, Organizations, Tasks, and Reports. Below these are sub-tabs: Search For Locations, Pre-Defined Location Searches, and Advanced Location Search. The main heading is 'Search For Locations'. Below the heading is a search bar with the text 'Search by Keyword:' and a text input field containing 'Enter a Search Term...'. To the right of the input field are 'X' and 'GO' buttons, and a link for 'Fewer Search Options'. Below the search bar are three filter sections: 'Categories' (with 'Computer Lab - Windows' selected and an 'EDIT' link), 'Layouts' (with an 'EDIT' link), and 'Capacity' (with 'between' and 'and' input fields). Below these filters are 'GO' and 'START OVER' buttons. At the bottom of the filter section are three view buttons: 'List', 'Availability', and 'Calendar'. The 'List' button is circled in red. Below the filter section is a large button labeled 'Load List', which is also circled in red.

Click on the **Load List** button after selecting your parameters. 25Live will display all matching locations in list form with details about each space.

Note: Not all computer labs are available for general use. "Restricted Use" will be noted in the Category column.

List view:

List Availability Calendar					
Choose Visible Columns Refresh ?					
Name	Formal Name	Categories	Features	Layouts	Max Capacity
LIB 140	Davis Family Library 140- Lower Level ECON Computer Lab	Academic Space, Computer Lab - Windows , Smart Classroom	Aux. HDMI input, BLURAY player/Multiregion DVD/CD player, Computer PC installed in podium/lecturn, Computer lab- PC, Data Port, Laptop connection/Projection, Lighting Adjustable, Projection Screen - Wall Mounted, VCR- multi-standard, Video/computer projection, Windows -Shades - Blackout	Capacity as a Classroom, Computer Lab, Lecture Style	36
MBH 116	McCardell Bicentennial Hall 116	ADA accessible - Full, Computer Lab - Windows , Lab - Computer	Air Conditioning, Aux. HDMI input, BLURAY player/Multiregion DVD/CD player, Computer PC installed in podium/lecturn,	Computer Classroom, Computer Lab	8

(This image shows only a segment of the information re: computer labs retrieved by the search.)

From this view you may click on the space name to see **Comments**, **Attributes**, and **Images** for that space.

When a space is displayed in an individual tab, you may also check availability for that one space by selecting the **Availability** or **Calendar** tabs, or click on the **View this location's availability!** link.

Search For Locations Pre-Defined Location Searches LIB 140

LIB 140 (Davis Family Library 140- Lower Level ECON Computer Lab)

Details List Availability (Daily) Availability (Weekly) Calendar

Actions... Refresh ? ×

<p>Comments</p> <p>Square Feet: 640 maximum allowable is 42</p> <p>Default Instructions</p> <p>none</p> <p>Features</p> <p>Aux. HDMI input BLURAY player/Multiregion DVD/CD player Computer PC installed in podium/lecturn Computer lab- PC (36) Data Port Laptop connection/Projection Lighting Adjustable Projection Screen - Wall Mounted (2) VCR- multi-standard Video/computer projection (2) Windows -Shades - Blackout</p> <p>Attributes</p> <p>none</p>	<p>Layouts</p> <p>Capacity</p> <p>none</p> <p>Max Capacity</p> <p>36</p> <p>Categories</p> <p>ADA Restroom Close ADA accessible - Full Academic Space Computer Lab - Windows Smart Classroom</p> <p>Related Spaces</p> <p>none</p> <p>Location Scheduler</p> <p>none</p>	<p>Images</p> <p>This location does not have any associated images.</p> <p style="text-align: center;">View this location's availability!</p>
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