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 We do not publish an event to the web calendar unless the organizer requests it.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).

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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.

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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:**
Check Availability of a Space

1. 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.

2. When 25Live loads your location/s, select **Overlapping** as your **Same-Day Event View**. It is easier to view more spaces at once.

3. Click on the **Availability** tab and select the date you wish to check (click on the date for a drop down calendar):

   ![Select Date](image)

4. 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.

   ![Availability Tab](image)

   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:

![Calendar Tab](image)
The List tab shows *some* detail about the space itself:

![List tab](image)

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.

![Details tab](image)
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.

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

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.

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.
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.

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**.

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:

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.