25Live Pro

Basic User’s Guide

*Note:* 25Live Pro works best in Mozilla Firefox or Google Chrome. Explorer is *not* recommended.
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25Live Pro 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 We do not publish an event to the web calendar unless the organizer requests it.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 and equipment requirements are **NOT** displayed in the campus calendar.
- Information is automatically updated throughout the day by CollegeNet (the software provider).

25Live Pro:

- Classes and most events, **including those not published to the campus web calendar**, can be viewed here. Some exceptions:
  - Conference rooms
  - Bread Loaf
  - 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 Pro is our database for events and classes.
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 Pro or the Campus Calendar.

**Using 25Live Pro: The Basics**

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

**What is 25Live Pro?**

- It’s a database search engine! 25Live Pro 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 return to the dashboard. Click on 25Live Pro in the banner at the top right of the screen.

**Finding 25Live Pro**

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

**25Live Pro Dashboard / Home page:**

![25Live Pro Dashboard](image)

None of the instructions in this guide require **Sign In**. Only event schedulers have log-in access.
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) and click on the search icon. **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. Click on the **Availability** button and select the date you wish to check (click on the date for a drop down calendar):

![Availability Image]

3. When 25Live Pro loads your location/s, select the **Overlapping** view. It is easier to view more spaces at once.

4. 25Live Pro will display an hourly block grid of events in the space/s you searched for on that date. Place the cursor over scheduled shaded blocks to see event details.

The **Calendar** button gives a minimum 1 week view of events in calendar format. Here you may opt to view multiple weeks.

![Calendar Image]
The List button shows *some* detail about the space itself:

<table>
<thead>
<tr>
<th>Name</th>
<th>Formal Name</th>
<th>Categories</th>
<th>Features</th>
<th>Layouts</th>
<th>Max Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBH 216</td>
<td>McCollum Bicentennial Hall 216</td>
<td>Academic Space, ADA accessible - Full, ADA Restroom Close, Lecture</td>
<td>Air Conditioning, Aux. HDMI input, BLURAY player/Multiregion DVD/CD</td>
<td>Auditorium Style, Capacity as a Classroom, Fixed seating space</td>
<td>147</td>
</tr>
</tbody>
</table>

**Caution: The schedule is LIVE!** You may view availability 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.
View Space Details & Photos

In any Locations view (List, Availability, or Calendar) you can click on the linked space name (shown in blue) to reveal the full Details view. In the Details view you will find:

- **Comments** – pertinent notes about the venue, its capabilities and limitations.
- **Default Instructions** – notes for the event requestor that automatically appear on event confirmations and reports as reminders specific to use of that space.
- **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, or other unique 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.
**View a Week’s Schedule for a Space**

1. Search for your desired location from the **Search Locations** field on the **Home** dashboard.

2. When the desired location is found, click on the location name to see these viewing options:

   ![Availability (Weekly)](image)

   **Select Availability (Weekly)**

3. A one-week schedule grid will be displayed so that available times are clearly visible. This view is best when the date is more important than the time of day you wish to use a space.

   ![Week Schedule Grid](image)

4. To view a different week, click on the date displayed above the grid for a dropdown calendar. You can click on a date within the month on display; click on the single chevron to advance or go back one month at a time; click on the double chevron to advance or go back a year at a time.

   ![Dropdown Calendar](image)

5. When *time of day* is more important that the date, select **Availability (Daily)** for a lengthier list of dates where you can easily spot openings for the time you are looking for. You can also change the date range using the same calendar drop-down.
View Availability for a Group of Spaces

You can easily view all spaces in a single building, or all numbered rooms on a single floor in one building.

1. In the Locations search field, enter the building name only to see all spaces in that building, or enter the building name and “1” or “2” to see all rooms beginning with 1, 2, etc.
   Example: AXN 2 will yield all 2nd floor classrooms in Axinn.

2. When 25Live Pro retrieves the list of rooms, click on the Availability button to view an availability grid for those spaces.

From the Dashboard you can use Public Location Searches to find available auditorium or video conference spaces.

**NOTE:** Bread Loaf spaces are not visible to the campus community. Please call the Event Management office to inquire.

The “All MIDD” and “MIDD Spaces” listings are complete lists of all schedulable space. These searches are primarily for creating event management reports.

Select the desired search. When search results are retrieved click on the Availability button, then select the date you are interested in. You can quickly assess which space is available for your film screening or video conference!
Schedule-Viewing Tips

• Placing the cursor over an event block in the Calendar or Availability views provides an event summary.
• Dotted lines & lighter shading within an event block indicate additional time reserved before or after the event (to allow for set-up time or adequate time between events).

<table>
<thead>
<tr>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Arabic...</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Movie screening &quot;S&quot;</td>
</tr>
</tbody>
</table>

• In the Calendar view, today's date will be shaded yellow.
• The Calendar view will display up to 10 events for a single date. If there are more events on that date, a button will display at the bottom to “View All” events. The button also indicates the total number of events for that date. Click on it to open a pop-up window to see them all.

  View All 30  View All 25

• In the Availability view, when an event block appears in orange, or an event block is illegible, select the Separated view (vs Overlapping) to clearly see what is scheduled. This will occur when 2 courses are intentionally scheduled in the same space, and when a group of spaces are “related” to prevent conflict (example: Wilson Hall, MCC Center Gallery, Crossroads Café and the MCC TV Room are related spaces).

The green blocks indicate where the event is actually scheduled.
The orange blocks indicate spaces that are protected by that event reservation.
Two Ways to Search for an Event!

Search by Event Name or Confirmation Number

1. In the Quick Search listing on the Dashboard, click in the Search Events field. Enter your event confirmation number (a year with 6 letters, ex: 2019-ABXHHZ), or enter part (a “keyword”) or all of your event name or title.

2. Click on the search button and see what turns up! The more specific you are with keywords or titles, the more accurate your search results will be.

3. 25Live Pro will search all future dates for your criteria. When search data is retrieved you may sort the list by Name, Title, or Start Date by clicking on the desired heading.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Reference</th>
<th>Organizational</th>
<th>Type</th>
<th>Categories</th>
<th>Start Date</th>
<th>Start Time</th>
<th>Creation Date</th>
<th>State</th>
<th>Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>HARC Lecture, Straham</td>
<td>Asian Art &amp; Technology</td>
<td>2019-ABXKVG</td>
<td>HARC Markets</td>
<td>*Lectures, Readings &amp; Talks</td>
<td>Featured Events Calendar, Arts Calendar,</td>
<td>Thu Apr-09-2020</td>
<td>4:15 pm</td>
<td>Tue Oct-01-2019 2:50 pm</td>
<td>Tentative</td>
<td>MUC 125</td>
</tr>
</tbody>
</table>

Search by Organization

1. In the Quick Search listing on the Dashboard, click in the Search Organizations field. Enter the name or Banner code of the organization then click on the search button.

2. 25Live Pro will retrieve a list of matching organizations. Click on the Name of the desired Org.

3. A list of events and academic courses (if applicable) related to the selected Org will be displayed for the current date.

4. If you love lists, you can increase the number of dates (up to 90 days) included in the list. This is not so helpful for academic departments, as courses are included and the list even for a single day can be lengthy.

You may also click the arrows to advance or go back one date at a time.

5. If you love calendars, click on the Calendar option to view the current week’s events for the Org in calendar format.

Here you may also increase the number of weeks you wish to view at once; click on the arrows to advance a week at a time; or click on the date range for a dropdown calendar to advance by months or years and select specific dates.
Searching for Spaces w/Specific Features or Equipment

Find an Available Space that Meets Your Needs

1. From the Dashboard (Home page) click on the Go to Search button at the top right of the page.
2. On the search screen, select Location from the Select Object dropdown menu.

   ![Select Object Dropdown](Image)

   If you are looking for availability in a video conference space or an auditorium-style screening room, you will find pre-defined searches for these in the Saved Searches dropdown menu.
3. If you need a room with a specific capacity, layout and/or features, do not use the Search Locations field, but click on the More Options button below it. Here you may set specific parameters for your search.

   ![More Options](Image)

4. Categories: All schedulable spaces are assigned a category. Click on Categories for a pup-up window of categories you may select from. You may select multiple categories, or none at all. If you select more than one category, you will be prompted to specify whether the search should match any (some) of the selected criteria, or all of the selected criteria.
5. Features are physical items, equipment, or capabilities available in certain spaces. For example: specific AV equipment, air conditioning, furnishings, etc. Here too you may select multiple features and will specify whether the search should match any (some) or all items.
6. Layouts indicate how a space is arranged. Is it a seminar room, an auditorium, a lounge, etc. may select multiple features and will specify whether the search should match any (some) or all items.
7. Finally, you may select a Capacity range if you have minimum or maximum capacity requirements.
8. Once you have selected all of your desired parameters, click the Search button for a list of spaces that meet your criteria. **If no spaces are retrieved your search criteria may be too narrow. Remove the least important criteria from your search and/or increase your maximum capacity number.**
9. Now you can click on the Availability button to see which of the spaces that meet your criteria are available on the date/s you are interested in. Today’s date will load by default.
10. In the **Availability** grid, set the grid view to **Overlapping**. Available time slots will be easier to view. Otherwise, each event will be displayed on a separate line.

11. Select a **Date** from the drop-down calendar to check other dates if desired.

![Availability grid image]

**Tips:**

- Fewer parameters in your criteria search may produce better results. If you have selected parameters from all three categories and the search yields poor results, try eliminating your least critical parameter.
- Place the cursor over any event block in the Availability grid to confirm start/end times, and see basic information about the event.
- When an event block is unreadable, this represents cross-listed courses. Select the **Separated** view to see 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 **Reset** beside the **Search** button to clear all parameters before starting a new search.
Navigation Tips!

◊ Returning to the Dashboard / home page:
Click on the 25Live Pro link at the top right of any screen.

◊ Click the back button in your browser to return to previous screens.

◊ Click the “Recently Viewed” dropdown list in the upper right corner to return to any Event or Location you viewed during the user current session.

◊ Access searches for Events, Locations, Resources, or Organizations from any screen:
In addition to the Quick Search fields on the dashboard, you can access searches from any other display screen.

- If displayed in the upper right, click on the Go to Search button.
- Or, click on “More” in the upper right corner and select “Search” from the dropdown menu.

Once in the Search screen you can search for various things by clicking the Select Object dropdown menu.

There are also several Saved “Public Searches” you may find useful when searching for available spaces or viewing events on campus.

When the Object “Events” is selected:  When the Object “Locations” is selected:

NOTE: Bread Loaf spaces are not visible to the campus community. Please call the Event Management office to inquire. And, the “All MIDD” and “MIDD Spaces” listings are complete lists of all schedulable space. These searches are primarily for creating event management reports.