25Live

Basic User's Guide

Contents

25Live vs. the Campus Calendar of Events

What's the difference?

Online Calendar of Events:

(Find the "Calendar of Events" link on the Midd 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 We do not publish an event to the web calendar unless the organizer requests it.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 <u>open to the public</u>.
  "More Campus Events" = Featured *plus* other events/happenings more internal to the campus.
- Event detail (when you click on an event title) shows publicity text. Service & equipment requirements are NOT displayed in the campus calendar.
- Information is updated several times a day by CollegeNet (software provider).
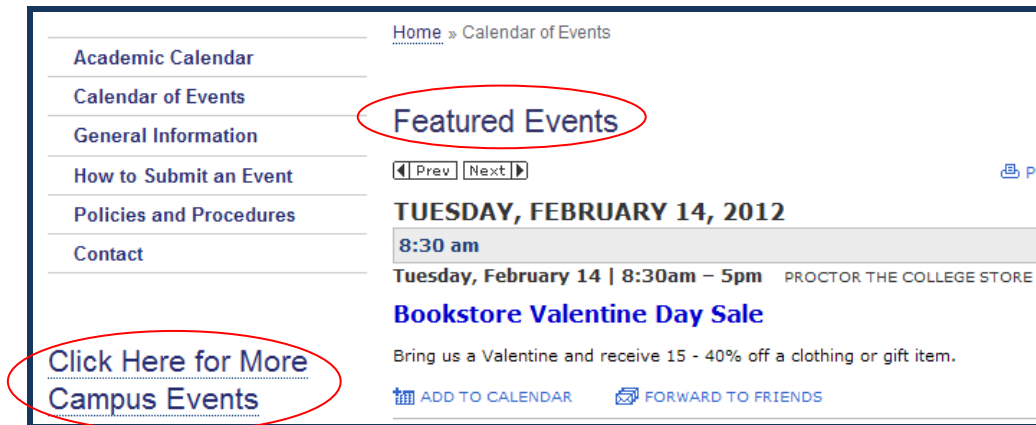
25Live:

(Access via "Space Features & Availability Search on the Event Management web page or type **go/25live** in your web browser.)

- Most events, **including those <u>not</u> 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 open an event) shows Resources, but *not* Instructions (notes).
  [Resources = service & equipment needs]
- However, you *can* print a detailed Event Confirmation that includes Instructions.
- 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/easy availability view of most spaces, any time!

What is 25Live?

- It's a database search engine! 25Live gives you direct access to the <u>current</u> class and event schedule. You can quick-check event information anytime, anywhere.
- Play with it! You can't change or delete information. You have "view only" access.
- If you get lost, you can always go Home! Click on the Home tab:
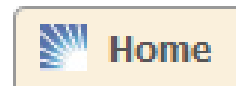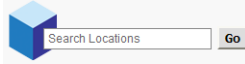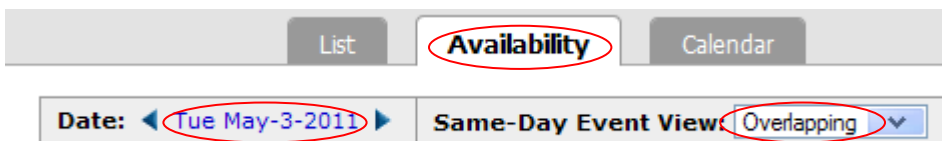
Getting There

Type <u>go/25live</u> in your web browser address field to reach the 25Live home page. *Note: 25Live works best in Mozilla Firefox or Google Chrome. Netscape and Explorer are <u>not</u> recommended.*
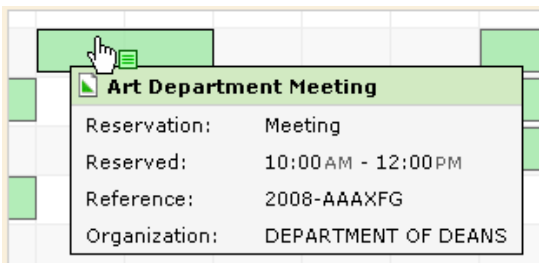
25Live Home page:
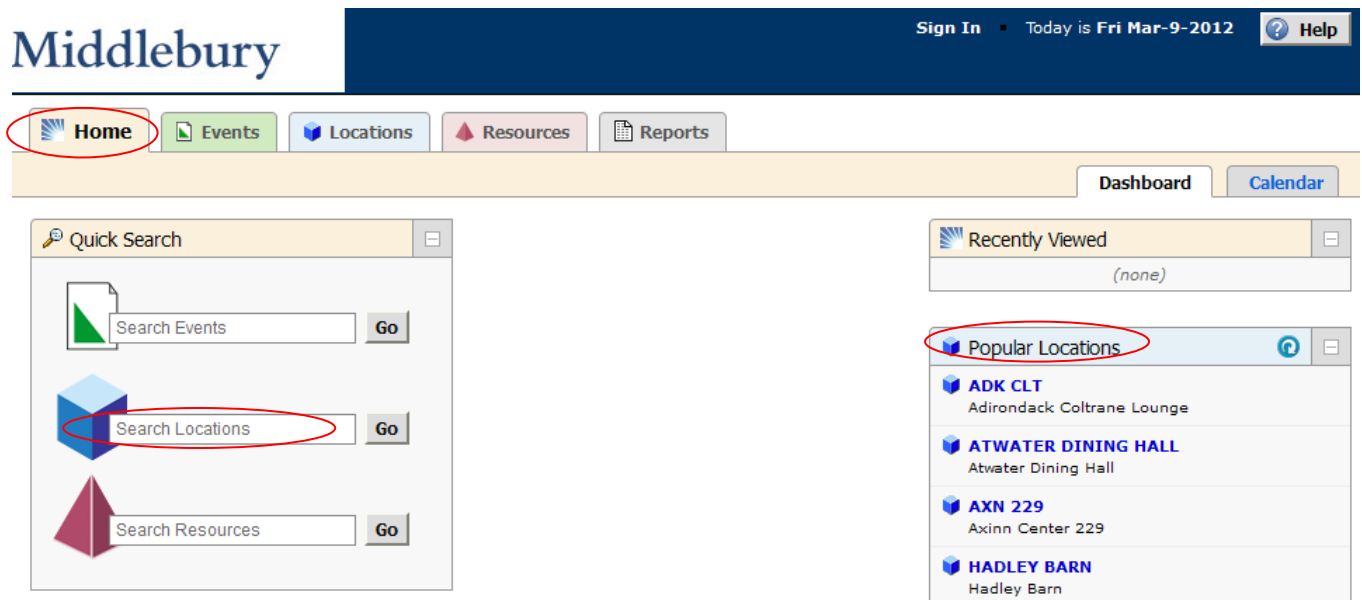
Check Availability of a Space or Building

1. Type a space name or code in the **Quick Search** location search field (or click on a space in the list of *Popular Locations*). Most space codes mirror Banner. *WARNING: If you enter the building name only, you will wait for the system to load every schedulable space in the building (imagine BiHall!). However, if you know you want a space on the 2nd floor of BiHall, entering "MBH 2" will narrow your search and take less time to retrieve results.*

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):

4. 25 Live will show you an hourly block grid of events in the space/s you searched for that date. Put the cursor over scheduled green blocks to see event details.
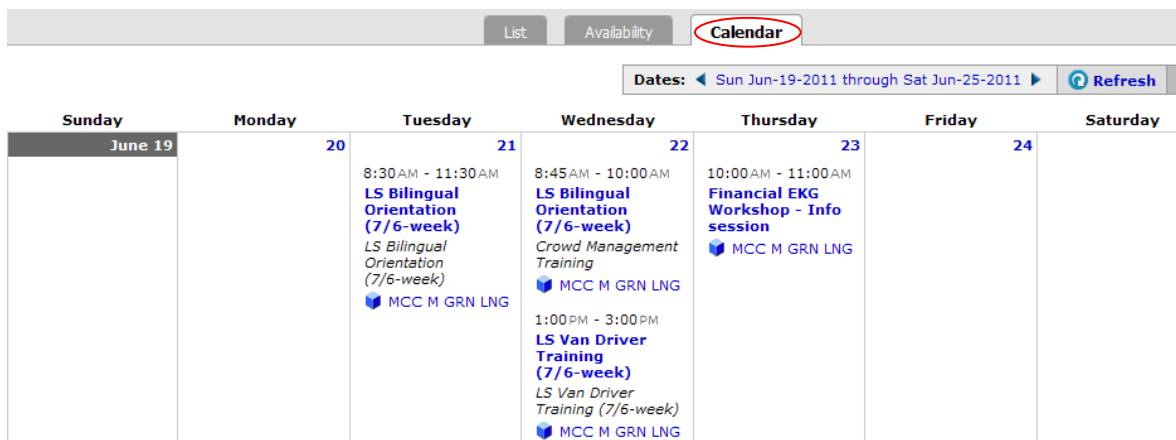
You may notice in the "What is this view?" section of the Availability tab, a note implying you can create an event here. We do not currently have this capability.

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 M GRN CONF	McCullough - Mitchell Green Conference	Conference Room, SA, SO, Team 4 (Dan Celik)	Carpeting, Chairs - Stack, Conference Table		15
📦 MCC M GRN LNG	McCullough - Mitchell Green Lounge	Conference Room, Lounge, SA, SO, Team 4 (Dan Celik)	Black Chalk -Portable, Chairs - Stack, Chairs-Other, Monitor - 20", Projection Screen Fixed, Single-standard VCR, Tables, Tranparency Projector (OHP), Windows	Lounge Style	49

View In-Depth Space Details & Photo

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, + a link to a still photo or QuickTime 360° photo (for larger venues). Photos are available for most commonly used event venues.
- **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 building.
- **Images** – *Please check the* **Comments** *section of the web page for any room images.*

Review Service Requirements for an Event

1. Click on an event in either the **Calendar** or **Availability** view. 25Live will open the **Events** tab and show you the details of that event.

2. *A red triangle will be displayed under* **Assignments** *if there are Resources required for the event. Click on the plus sign beside the triangle to view those Resources. Note: This view does NOT display any Resource instructions (notes). You can click on* **More Actions** *to print a Detailed Event Confirmation.*

3. The **Event Occurrences** box will indicate whether there are recurring or related events – even if they are in other locations. Click on the plus sign beside **Assignments** to view all occurrences.

Expanded view of resource assignments:

View a Full Week's Schedule for a Space

1. In the Locations **Calendar** tab, click on the **Date** to open the calendar window.

2. Click on the **Enforce a Date Range Interval** drop-down menu.

3. Click on the desired interval (1 week).

4. Click the **Update Availability** button. Your **Availability** hourly block-grid will now show an entire week's schedule!*****

*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 check a room schedule *the day of* your planned activity, if you have not reserved set-up or maintenance time for your work. Events Management will notify Facilities Services if an event requiring support services is added or changed within 7 days of the event date.

Two Ways to Search for a Specific 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 on **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 **Update Calendar**.

Search by Organization

1. Click on the **Events** tab, and the **Search for Events** sub-tab.

2. Click on **More Search Options** and additional search fields will appear.

3. Click on the **Organization** drop-down menu and **Select from Organizations starting with…** (A, B, C, etc.). A second drop-down menu appears, where you will select an organization.

4. Click on **GO** and 25Live will retrieve any events related to the selected organization for that week!

Searching for Rooms w/Specific "Features"/Equipment

To search available locations w/these criteria in 25Live (go/25Live):

Click on the **Locations** tab, then the **Search for Locations** sub tab.

To the right of **Search by Keyword**, click on **More Search Options** (changes to Fewer Search Options after selected).

In the **Feature** drop-down list, select the desired feature.

Set your minimum & max **Capacity** (you can omit a max).

BEFORE you hit the **Go** button:

- Set the **Same-Day Event View** to **Overlapping**. Your results load faster and are easier to view.

- Select your **Date** from the drop-down calendar.

NOW hit **Go**, and view your results!

Note: It's a good idea to hover your cursor over any event close to your desired start/end times, to conform that event's actual start/end time.

Reports

Event Reports

Event Reports are the most useful reports for the average user. Event reports consist of calendars and listings of events. Events may be selected and/or grouped by date, locations, organizations, etc. The most commonly used reports in this subset are:

Event Resources PDF – a listing of ALL events on campus requiring resources (equipment and/or support services) during a specified date range. It lists resources (equipment & services) requested for each event.
Event Space Monthly Calendar – an event listing in calendar format, that shows event name, start/end times, and location.
Reservations by Date - a chronological listing of events within a specified date range, grouped by date.

Location, Resource, and Other Reports

You are welcome to explore, but most of the reports in these subsets are more useful to service providers and R25 schedulers than the average event planner. They provide data lists, work schedules, and statistical analysis.

Reporting Advice

- Save time by reading the **About This Report…** description of the selected report to see if it provides what you're looking for. *Note: the **View a Sample Report** link works only for super-users with log-in access.*
- Don't see a search or report that fits your need? Call us. We may be able to help.
- When selecting report **Delivery Options**, choose "**View this report now.**" (Emailing to yourself is ONLY an option for users w/R25 login accounts.)

  The report downloads as a PDF. When you open it you can click on the Adobe email icon to forward it to others.
- Always open and review a report before sending it on to anyone else. Selecting an incorrect parameter could yield a page of nothing!

How to Run a Report

The parameters required will vary per report. The following process outlines a typical report.

1. To access report options, select the **Reports** tab
2. Within the reports tab, select the sub-tab category of interest: **Event**, **Location**, **Resource**, **Other**
3. You will be prompted to **Choose a Report** from a drop-down menu
4. When you select a report, windows appear where you will **Select Report Parameters** and **Report Delivery Options ('View this report now"** is the recommended delivery option – email is not available for users without login access)
5. When you select a report, you will also see an overview at left (**About This Report**) describing the report, its parameters, and data included. *Note: the **View a Sample Report** link works only for super-users with log-in access.*
6. Most reports require selection of a pre-defined **Event** and/or **Location Search.**
   *Note: **All MIDD-Bread Loaf Spaces** is the recommended search to include events in any/all campus spaces. If you are only interested in events happening in a single location, select one of those search options.*
7. When you have selected all parameters, click the **Run Report** button
8. You will receive a PDF report in seconds. It's that easy!

Department of Event Management
23 Adirondack View
802-443-2885