25Live Guide for Users with Login Access

What is 25Live?

25Live is the system of record for all use of schedulable space on campus. Event Management uses 25Live to manage event details and support-service logistics.

25Live is a database search engine that provides direct access to view current course and event schedules. You can quick-check event information anytime, anywhere.

- Check the availability of any schedulable location on campus.

- Search for locations that meet your specific needs.

- View details and features of each location, such as capacity, furnishings, AV equipment, photos, and more.

- Search for specific events to see time, location, and event details.

Getting Started

Recommended browsers:
Google Chrome
Microsoft Edge
Firefox

Bookmark this website for quick access to 25Live:
Dashboard (collegenet.com)

Faculty & Staff
25Live will soon be part of the Middlebury single sign-on environment. Once logged in to the Midd environment with your Middlebury credentials, you will have access to 25Live.

Students
Students do not have login access to 25Live. Only student organization members may place event requests through the student request form.

Student workers may not submit requests on the behalf of their employer.

Using the Navigation Bar
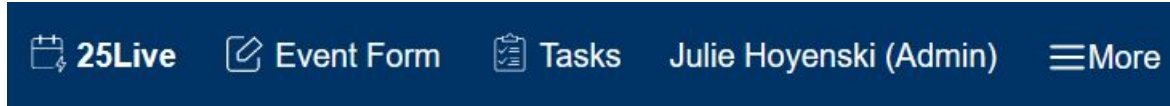
25Live returns you to the home Dashboard.

Event Form takes you to the event request form.

Tasks opens the task list. Only schedulers will have Tasks.

You Name is shown when you are logged in to 25Live. (If not logged in, you will see "Guest" and "Sign In")

The More dropdown menu provides navigation to various views and elements in 25Live:

The List, Calendar, and Availability views display events retrieved by predefined or saved searches.

User Settings allow you to add an automatic signature to email sent from 25 Live and to adjust display preferences, including dark mode.

"Go to Tool" allows you to switch between 25Live and the Reports tool.

The Dashboard

The dashboard provides quick access to commonly used elements in 25Live. You can customize the placement of the elements and hide those you don't wish to see.

Click and drag the heading of any element to change its placement on the dashboard.

To hide unwanted elements, click the Customize Dashboard button at the bottom of the screen then drag the element to the window that appears at the top.
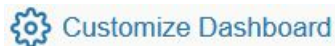
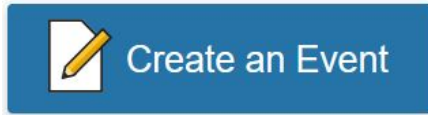Use the **Quick Search** element to perform very basic searches.

This element provides fast access to help you create events based on simple criteria.


Just like "Event Form" in the toolbar – another link to the event request form.

Other dashboard elements are "Your Starred…" Searches, Events, Locations, and Resources.

Your starred lists will accumulate over time as you "star" (favorite) searches and objects you frequently use.

Throughout 25Live you can mark any Search, Event, Location, Organization, or Resource as "Starred" by clicking its star icon. Stars beside "starred" items are yellow.
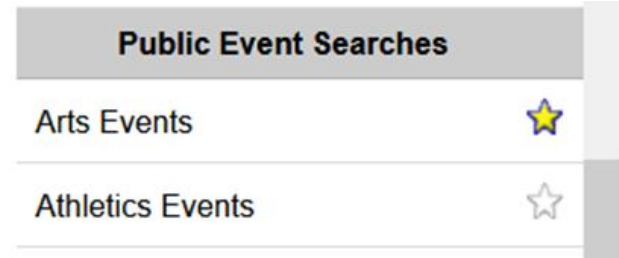
We are not using Event Drafts, and only schedulers will have Tasks.

Creating Events

Navigate to the **Event Form** and fill in the blanks. Much of the form is that easy!

Event Type determines what questions are required for the success of your event.

Please select the **Event Type** that best describes your event. When in doubt, please use the "Meeting" event type.

Required fields are marked as such. All questions in the Event Details section are required.

ⓘ **Instructions** for each field are programmed to display automatically until campus users are familiar with the form.

Event Name - *Required* ⓘ

Instructions

Please enter a name that clearly describes the event (40 character limit). If publishing your event to the campus calendar you may provide a longer Event Title later in this form.

Event Type - *Required* ⓘ

Instructions

Select the Event Type that best describes your event.

Select from Types ⌄

Creating Events: Date and Time fields

Click on the date field for a calendar pop-up to select the date of your event. The arrows on the calendar advance to different months or years. Click on the date of your event to select it.

Note: The event form will not accept request more than 8 months in advance, and events are not processed until the course schedule is confirmed for the applicable term.

Enter the <u>actual</u> start and end times of your event. Do not uncheck the "...same day" box unless your event spans midnight. It does not pertain to recurring (multiple date) events.

Tip! Instead of scrolling through the time dropdown, highlight the displayed time, type the preferred time with no colon or spaces followed by "a" or "p" and Enter. Typing "830p" auto-formats as "8:30 pm."

Creating Events: Additional Time

If time is needed for you or your presenter to prepare before the event or clean up after the event, you will add necessary Pre-Event or Post-Event Time (as available) in the **Additional time** dropdown window. **This time is recorded separately from the actual event start and end time.**

The event scheduler will add any set-up/take-down time required for service providers. When services are needed, there must be adequate pre and post event time available in the venue to support your event.

Creating Events: Recurring Events

After selecting the date and time of your initial event, you can click the Repeating Pattern button to open the Pattern Picker window and create ad hoc, daily, weekly, or monthly recurrence patterns.

For details on creating various types of repeating patterns, visit our 25Live Help site.

NOTE: If there are dates in the pattern when you will not meet, use the Manage Occurrences button below the Repeating Pattern calendar to remove those dates. **Do not** use the View Occurrences button beside your selected location. Deselecting an entry from that list removes the space from the date. The system will not save the event if there is a date with no space assigned.

Please exclude blackout dates during breaks and holidays when you will not meet.

Creating Events: Search for a Location

In the **Locations** section, select the Location(s) for your event from your list of starred locations or search by location name. Multiple Locations may be requested if needed.

You can also use the **Saved Searches** option to find available locations, utilizing your starred locations or any of the Public Searches in 25Live.

There are several predefined **Public Searches** for finding specific types of rooms (auditoriums, seminar rooms, computer labs, etc.)

Leave the boxes checked for **Hide Conflicts** and **Enforce Headcount**, and 25Live will only retrieve locations that meet your date, time, and attendance parameters.

Creating Events: Search for a Location

When the "Hide Conflicts" box is not checked, search results may show one of 3 availability statuses: **Request, Unavailable,** or **Reserve Available.**

When a desired space is available, click the Request button and continue completing the form.

When a space us **Unavailable** you can click on **Conflict Details** to assess whether a change in your event time might resolve the conflict, or whether you need to seek a different Location or time.

When creating a recurring event, **Request Available** will display if the space is only available for some of your dates. The Availability column will show how many of your dates the space is available for. You may request the space for the available dates and search for other spaces to fill remaining dates.

Add	Name —	Title —	Default Capacity —	Availability	Conflict Details	Building
Request	AXN 219	Axinn Center 219	45	1/1	None	Axinn Center
Unavailable	AXN 220	Axinn Center 220	25	0/1	Conflict Details	Axinn Center

Add	Name —	Title —	Default Capacity —	Availability	Conflict Details	Building
Request Available	AXN 219	Axinn Center 219	45	4/8	Conflict Details	Axinn Center

Creating Events: Find Space for Remaining Dates

After selecting Request Available, click on the Manage Occurrences button above the Locations Search field.

In the **Date Occurrences** window, click on Include Only Missing Locations and close the window.

Refresh the Locations Search field. Change the search parameter to include other rooms in the desired building (or use a predefined search for room types) and run the search again. This time, the search will only look for rooms available on the remaining dates.

If you have difficulty finding availability within the request form, it can be helpful to open a second browser window and view location availability in an Availability Grid. Review instructions to "Viewing Location Availability" on our help documentation page.

Creating Events: Space for Remaining Dates

Space(s) requested for recurring dates will display below the Locations Search field.

Or you can return to Manage Occurrences to see dates and locations in list form. **From this window you can also change the time of individual meeting dates.**

Note: The event form will not save if any date is lacking a space. Either remove the date from the occurrence pattern or find a space to fill that date. Occurrence dates are removed via Manage Occurrences, **not** through View Occurrences.

Creating Events: Blackout Warnings

When you open the Event Form during a blackout period or request a date during a blackout, you will receive a pop-up warning.

Your request may be denied if it does not align with the **Date Restrictions** policy. Please review the policy before submitting a request during a blackout. There are some spaces allowed for use during blackouts if the event has no service needs.

If a space is available during the blackout, the request option displayed will be **Request Available**.

Request
Available

Check Conflict Details for blackout information. "(Overridden)" indicates that you may request the space. A scheduler will determine whether your event may occur during the blackout.

Conflicts on:

Fri Aug 16 2024   • AXT 201
⚠   Blackout: Language Schools
                     Commencment Day
                     (Overridden)
                     12:00 am - 11:30 pm

Creating Events: Event Details

Questions appearing in the **Event Details** section are based on event type and conditional logic. Responses may generate additional questions. All fields in this section are required.

When responding to **Intended Audience**, be sure to click Done before closing that dropdown.

Changes in the No/Yes toggle are subtle. Note the differences! This will help you spot required fields you may have skipped.

Creating Events: Nearing the Finish Line!

Event Format is a required field. PLEASE describe your event plans and itinerary as thoroughly as possible. It helps the scheduler anticipate additional needs.

Event Title and **Calendar Text** are not required. These apply only if you intend to publish the event and know this information at the time of the request. Calendar information can be updated via the **Calendar Update Form** when it is known at a later date.

An **Affirmation** is required to submit the event request. Event hosts and organizers are responsible for understanding College scheduling policies.

Click the Save button to submit your request. You will receive an email acknowledging receipt of your request. Please save it for your reference. It includes an event reference number that allows you to easily find your event in 25Live.

What happens next?

Event requests are triaged by event date and assigned to a scheduler for review. Requests are not processed until the course schedule is confirmed for the applicable term.

Events involving non-college guest speakers or performers must also be reviewed by the Event Protocol Committee (EPC).

If approved, you will receive an event confirmation from the scheduler.

Availability of a location does not guarantee approval of your request. Requests are reviewed for compliance with College policies, appropriate use of space, and availability of support services.

You may edit some elements of your request **while it is in the Tentative state**. Once confirmed, you cannot edit the event. Contact the assigned Scheduler or Event Management to request changes.

Cancellations are processed through 25Live. Once confirmed, the event will display a Request Cancellation button where the event status first displayed.

You will receive an email confirmation when the event has been cancelled.

For Additional Assistance

We hope this guide helped you get acquainted with 25Live.

Visit our Help site for topic specific documentation.

Watch MiddPoints and our Help site for live Zoom training sessions!

Please contact us with any questions.

Our office hours are Monday through Friday 8:00 am - 4:30 pm, EST.

Event Management
Service Building
Suite 150

sched@middlebury.edu
(802) 443-2885

https://www.middlebury.edu/event-management