

Creating an Advanced Search in 25Live



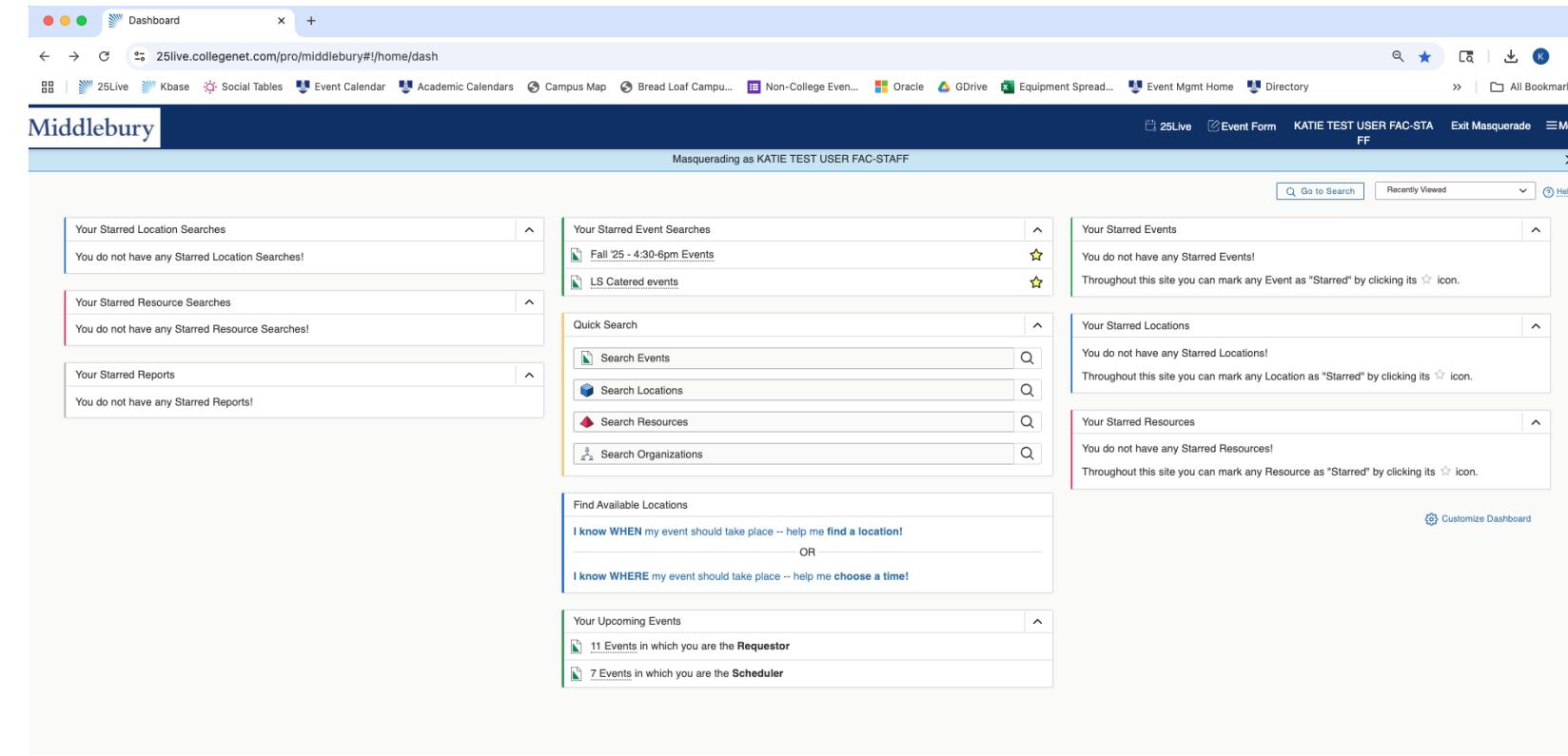
Middlebury

25Live is Middlebury's Institutional System of Record for all dedicated use of schedulable space on campus. Much like other search engines, 25Live gives users the ability to create a search based on specific, customizable criteria.

This guide will walk you through the specific steps that can be taken to create your own personalized Advanced Search, in addition to highlighting Public Event Searches that are available to all users across campus.

For individualized help, please contact your system admin directly at kpolhemus@middlebury.edu.





The screenshot shows the 25Live dashboard for Middlebury. At the top, there are links for 25Live, Kbase, Social Tables, Event Calendar, Academic Calendars, Campus Map, Bread Loaf Campus, Non-College Even..., Oracle, GDrive, Equipment Spread..., Event Mgmt Home, and Directory. The user is masquerading as KATIE TEST USER FAC-STAFF. The dashboard includes sections for Your Starred Location Searches, Your Starred Event Searches, Your Starred Events, Your Starred Resource Searches, Your Starred Reports, Your Starred Locations, Your Starred Resources, Quick Search (Search Events, Search Locations, Search Resources, Search Organizations), Find Available Locations (with options for WHEN and WHERE), and Your Upcoming Events (11 Requestor events, 7 Scheduler events). There are also links for Go to Search, Recently Viewed, Help, and Customize Dashboard.

Navigate to 25Live in your web browser by using the go link ([go/25Live/](https://25live.collegenet.com/pro/middlebury#/home/dash)) or the URL

<https://25live.collegenet.com/pro/middlebury#/home/dash>

With Single Sign-On, you should be automatically logged into your 25Live account if you are currently logged into the Middlebury environment.

Please contact your system admin directly at kpolhemus@middlebury.edu if you are experiencing issues logging in to 25Live.

Once logged in, you should be immediately directed to your dashboard, which will look similar to the screenshot to the left.



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25Live Event Form KATIE TEST USER FAC-STA
FF Exit Masquerading as KATIE TEST USER FAC-STAFF

Your Starred Event Searches

- Fall '25 - 4:30-6pm Events
- LS Catered events

Quick Search

- Search Events
- Search Locations
- Search Resources
- Search Organizations

Find Available Locations

I know WHEN my event should take place -- help me [find a location!](#)

OR

I know WHERE my event should take place -- help me [choose a time!](#)

Your Upcoming Events

- 11 Events in which you are the Requestor
- 7 Events in which you are the Scheduler

Go to Search

Recently Viewed

Your Starred Events

You do not have any Starred Events!

Throughout this site you can mark any Event as "Starred" by clicking its icon.

Your Starred Locations

You do not have any Starred Locations!

Throughout this site you can mark any Location as "Starred" by clicking its icon.

Your Starred Resources

You do not have any Starred Resources!

Throughout this site you can mark any Resource as "Starred" by clicking its icon.

Customize Dashboard

An Advanced Search is created using 25Live's search function, found by clicking "Go to Search" on your dashboard.

Advanced searches can be favorited/bookmarked/"starred" so they are easily accessible from your dashboard.

This guide will walk you through the process of creating an advanced search using one specific scenario. In this scenario, we will create a search for events in the 4:30-6pm time slot for the fall 2025 term.



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Masquerading as KATIE TEST USER FAC-STAFF

Recently Viewed Help Select Object: Quick Search  Advanced

Search Events

x 

Hint! Type :: to use SeriesQL

Reset | Save as

Organizations +

Types +

Categories +

Roles +

States +

This is the default view for the 25Live search function. A “Quick Search” is a simple keyword search, which is useful if you need to quickly find a specific event. Please note that you can run searches on different “objects” in 25Live – Events, Locations, Organizations, and Resources are all searchable objects. Please ensure you have selected the “Events” object from the dropdown menu.



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Masquerading as KATIE TEST USER FAC-STAFF

Recently Viewed  Select Object:  Events   Saved Searches (optional) Quick Search  Advanced

Query

Conjunction  andReset | Save as 

To begin creating your Advanced Search, toggle from “Quick Search” to “Advanced.” This will open up the query box to which you can begin adding your customized criteria.

**Please note – this toggle is not a click & drag toggle! Simply click on the words “Quick Search” or “Advanced” to toggle between the two.



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In this scenario, I would like to run a search for events currently confirmed or requested during the 4:30-6pm time slot during the upcoming fall term. I am planning a guest lecture, and would like to avoid scheduling it on a date where I may be competing with similar events on campus.



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Select Object:  Events  Saved Searches (optional)Quick Search  Advanced**Query**Conjunction **and** **Add Criterion** Add Group Your Starred Events General Keyword Events Folders Cabinets Create Date Event Types Event States Organizations Contacts Categories Requirements Custom Attribute Occurrence Dates Meeting Pattern Standard Schedules Segment Definitions

I should begin by narrowing in on the time slot. This can be done by adding an “Occurrence Date” criterion.



Select Object: Quick Search

Query

Conjunction

Occurrence Dates

Start Time:

End Time:

From

Today +/- Specific Date Mon Sep 08 2025

Until

Day(s) Following Specific Date Mon Dec 08 2025

Include

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

[Reset](#) | [Save as](#)

I choose my specific start and end time, first and last day of the fall term, and omit Saturdays & Sundays from my search.



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Conjunction **and** 

Occurrence Dates

Start Time: 4:30 pm

End Time: 6:00 pm

From

Today +/-

Specific Date Mon Sep 08 2025 

Until

Day(s) Following

Specific Date Mon Dec 08 2025 

Include

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Add Criterion

Add Group

 Your Starred Events

General

Keyword

 Events

Folders

 Cabinets

Create Date

Event Types

Event States

 Organizations

 Contacts

Categories

Requirements

 Reset |  Save as  Search

Next up, I want to narrow down the **type** of events that are scheduled in the 4:30-6pm time slot. Click “Add Criterion” and select “Event Types” from the dropdown menu.



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Select Object: Saved Searches (optional)

Quick Search

Query

Conjunction

Occurrence Dates

Start Time:

End Time:

From
 Today +/-
 Specific Date

Until
 Day(s) Following
 Specific Date

Include

Monday

Event Types

Types

Academic Ad Hoc Express - Study Meeting MIIS- Reception Rehearsal
 Academic Calendar Fitness_non-curricular MIIS- Class (non-credit) MIIS- Screening (non-course) Rikert Event
 Athletics Fundraising Event MIIS- Guest Speaker MIIS- Symposia & Conferences Screening
 Athletics Staff Golf Tournament MIIS- Info Session MIIS- Workshop Spiritual or Religious Interest
 Class-M Institutional Ceremony MIIS- Lecture Miscellaneous Symposia & Conferences
 Club Sports Lectures, Readings, and Talks MIIS- Maintenance Party Tabling
 Cocurricular Activity Maintenance MIIS- Meeting Performance Workshops & Training
 Exhibition Meal MIIS- Performance Reception

Once the "Event Types" criterion has been added, click on "Select Types" to narrow down your search.

I've selected Exhibitions, Lectures Readings & Talks, Performances, Screenings, and Symposia & Conferences, since I don't want to compete with other events designated as such.

Please note – searches for some criteria can be based on **inclusion or omission. Within the criterion search box, choose from "Include Any" or "Does Not Include" in the dropdown box. For example, if I wanted to search for events of all types *except for* Athletics events, I could switch from "Include Any" to "Does Not Include" and select only Athletics event types.



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Occurrence Dates

Start Time: 4:30 pm

End Time: 6:00 pm

From

Today +/-

Specific Date Mon Sep 08 2025 

Until

Day(s) Following

Specific Date Mon Dec 08 2025 

Include

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Event Types

Include Any 

Select Types 

 Exhibition  Performance  Screening

 Lectures, Readings, and Talks  Symposia & Conferences

Event States

Select States 

States   

Draft Confirmed Denied
 Tentative Sealed Cancelled



Lastly, I want to limit my search to *tentative* and *confirmed* events. This will omit any events that have already been canceled.

Select “Event States” from the dropdown list of criteria, and select “Tentative” and “Confirmed” from the list of options.



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Occurrence Dates

Start Time: 4:30 pm

End Time: 6:00 pm

From

Today +/-

Specific Date Mon Sep 08 2025 

Until

Day(s) Following

Specific Date Mon Dec 08 2025 

Include

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Event Types

Include Any 

Select Types

 Exhibition  Performance  Screening

 Lectures, Readings, and Talks  Symposia & Conferences

Event States

Select States 

 Confirmed  Tentative

Add Criterion

Reset  

Once I'm satisfied with my search criteria, I click "Search" to view the results.

Then, click "Save As" to save, name, and favorite/"star" this advanced search.

Once saved, this Advanced Search will be saved on my account in perpetuity, until I decide to amend or delete the search.

Save Search

Search Name

Add to starred searches No Yes

Save 

Recent & Future All Dates

26 Matching Events

Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Start Time	Creation Date	State	Locations	Resources	Schedule
"Making It" – A Class of 2015 Art Show	"Making It" – A Class of 2015 Art Show	2025-ACWBGW	STUDIO ART	Exhibition	Calendar - Featured Events, Open to the Public		Mon Jun 09 2025	10:00 am	Thu May 29 2025	Confirmed	JHN 208	Crowd Control Required Public Safety FYI only Service: Facilities Services FYI ONLY	Katie (Sch
MCAB/WRMC SOS Festival	WRMC & MCAB SOS Festival Rain Location	2025-ACVZZG	(Private) MCAB-MIDDLEBURY COLLEGE ACTIVITIES BOARD	Performance	Calendar - Do Not Publish		Fri Sep 12 2025	4:00 pm	Mon May 19 2025	Confirmed	MCC FLOOR	Public Safety FYI only Road Barrier Service: Facilities Services Support Service: PAG Support Required Service: Public Safety unlock/lock Table - 8' Banquet (30W)	Tam
MCAB/WRMC SOS Festival	WRMC & MCAB SOS Festival Featuring:	2025-ACVZZH	(Private) MCAB-MIDDLEBURY COLLEGE ACTIVITIES BOARD	Performance	Calendar - Do Not Publish		Fri Sep 12 2025	4:00 pm	Mon May 19 2025	Confirmed	MCC LAWN	Public Safety FYI only Road Barrier Service: Facilities Services Support Service: PAG Support Required	Tam
Student Involvement Fair 2025	Student Involvement Fair	2025-ACVZFH	STUDENT ENGAGEMENT OFFICE	Exhibition	Calendar - Student		Tue Sep 16 2025	11:30 am	Mon May 12 2025	Confirmed	MCC LAWN VTR LAWN	Cater - MIDD Catering Crowd Control Required Event Host Service: Electrician Service: Facilities Services Support	Tam



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Understanding how to view your search results is just as important as understanding how to create your Advanced Search. By default, 25Live presents you with the List view of your results. The List view is helpful for viewing additional details such as resources, event type, contact roles, etc. Columns can be customized by clicking “Select Columns”.

You can also choose to view Recent & Future events included by your Advanced Search (future events, plus any events from the past ~2-3 years), only Future events, or events from All Dates (from the past 10 years.)

You can sort the data by any columns that have a small dash on the right-hand side of the top row.

List		Calendar		Recent and Future												Recent & Future		Future		All Dates		Select Columns	Help				
26 Matching Events																											
Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Start Time	Creation Date	State	Locations	Resources	Scheduler	Requestor	Instructor												
★ "Making It" – A Class of 2015 Art Show	"Making It" – A Class of 2015 Art Show	2025-ACWBGW	STUDIO ART	Exhibition	Calendar - Featured Events, Open to the Public		Mon Jun 09 2025	10:00 am	Thu May 29 2025 11:16 am	Confirmed	JHN 208	Crowd Control Required Public Safety FYI only Service: Facilities Services FYI ONLY	Katie Polhemus (Scheduler)	Harriet Dahlstrom													
★ MCAB/WRMC SOS Festival	WRMC & MCAB SOS Festival Rain Location	2025-ACVZZG	(Private) MCAB-MIDDLEBURY COLLEGE ACTIVITIES BOARD	Performance	Calendar - Do Not Publish		Fri Sep 12 2025	4:00 pm	Mon May 19 2025 11:33 am	Confirmed	MCC FLOOR	Public Safety FYI only Road Barrier Service: Facilities Services Support Service: PAG Support Required Service: Public Safety unlock/lock Table - 8' Banquet (30" w)	Tammy Grant	David Wilder													
MCAB/WRMC SOS	WRMC & MCAB SOS Festival	2025-	(Private) MCAB-MIDDLEBURY									Public Safety FYI only Road Barrier Service: Electrician Service: Facilities															



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I find the Calendar view to be most helpful in scenarios such as the one outlined in this guide. By default, 25Live shows 1 week of the calendar view. You can select more weeks from the “Weeks” dropdown. Additionally, you can amend your own default view in your user settings. You can jump to any date by clicking on the date range and selecting a specific date on the dropdown calendar.

The screenshot shows a 12-week calendar view from Sun Sep 21 2025 to Sat Dec 13 2025. The calendar grid shows various events, many of which are labeled as "All Day". A dropdown calendar for September 2025 is open, showing the days 21 through 27. The interface includes a "List" tab, a "Display Additional Time" checkbox, and a "Help" button.

Events visible in the calendar:

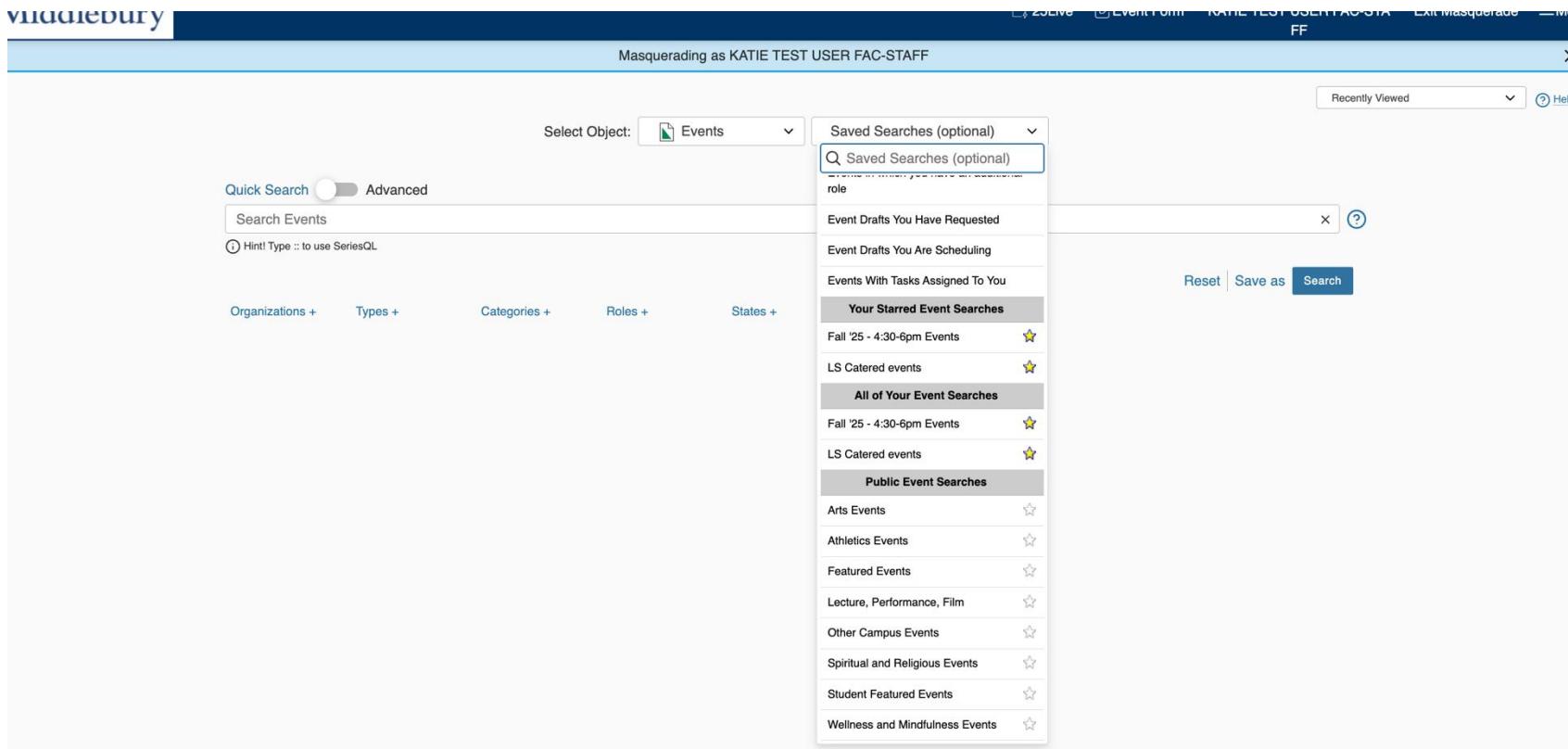
- Sunday, September 21:** All Day, "Making It" – A Class of 2015 Art Show (JHN 208)
- Monday, September 22:** All Day, "Making It" – A Class of 2015 Art Show (JHN 208)
- Tuesday, September 23:** All Day, "Making It" – A Class of 2015 Art Show (JHN 208)
- Wednesday, September 24:** All Day, "Making It" – A Class of 2015 Art Show (JHN 208)
- Wednesday, September 24:** 7:30 pm - 9:00 pm, Tuvergen Musicians (MAC CONCRT HL)
- Friday, September 26:** All Day, HOLD for Assister Conference (KIRK 101, KIRK 203, KIRK MAIN ROOM (107), KIRK UPPER DECK)
- Friday, September 26:** 10:00 am - 5:00 pm, "Making It" – A Class of 2015 Art Show (JHN 208)
- Friday, September 26:** 7:30 pm - 9:30 pm, PAS Hold - Sept 26 (WTH THE)
- Wednesday, October 1:** 5:30 pm - 10:00 pm, Cocoon - green room (MAC 221, MAC MUSIC GRN RM)
- Wednesday, October 1:** 8:00 pm - 10:00 pm, Cocoon (MAC CONCRT HL)
- Wednesday, October 8:** 4:30 pm - 6:00 pm, Monsters vs. Patriarchy (HLD 102)
- Saturday, October 10:** All Day, HOLD for American Muslims in Higher Educ (KIRK MAIN ROOM (107))
- Saturday, October 10:** All Day, HOLD for American Muslims in Higher Educ (KIRK MAIN ROOM (107))



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Lastly, we have several Public Event Searches that are available to all users on campus. These can be found by navigating to the search engine, searching the “Events” object, and scrolling down to the bottom of the “Saved Searches” dropdown menu.

**Please note that most of these Public Event Searches only search for events that are confirmed and published to the public-facing Middlebury Event Calendar (middlebury.edu/events/)



The screenshot shows the Middlebury Event Calendar interface. At the top, there is a navigation bar with links for 25LIVE, Event Form, KATIE TEST USER FAC-STAFF, Exit Masquerade, and More. Below the navigation bar, the page title is "Masquerading as KATIE TEST USER FAC-STAFF". The main search area has a "Select Object" dropdown set to "Events" and a "Saved Searches (optional)" dropdown. The "Saved Searches (optional)" dropdown is open, showing a list of saved searches. The list is organized into sections: "Your Starred Event Searches", "All of Your Event Searches", and "Public Event Searches". Each section contains a list of event types with a star icon next to each. The "Public Event Searches" section includes: Arts Events, Athletics Events, Featured Events, Lecture, Performance, Film, Other Campus Events, Spiritual and Religious Events, Student Featured Events, and Wellness and Mindfulness Events.

Section	Event Type
Your Starred Event Searches	Fall '25 - 4:30-6pm Events
	LS Catered events
All of Your Event Searches	Fall '25 - 4:30-6pm Events
	LS Catered events
Public Event Searches	Arts Events
	Athletics Events
	Featured Events
	Lecture, Performance, Film
	Other Campus Events
	Spiritual and Religious Events
	Student Featured Events
	Wellness and Mindfulness Events



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As you can see from this guide, the 25Live search function allows us to create incredibly customized Advanced Searches. We can choose from a long list of different criteria and tailor our searches to fit each unique scenario. The example given in this guide is a relatively 'basic' Advanced Search, and could be personalized further with the inclusion of specific orgs, specific locations, etc.

We are happy to help guide users in creating unique Advanced Searches based on individual needs. Please contact your system admin (below) to request individualized help.

Katie Polhemus
Assistant Director, Event Management
kpolhemus@middlebury.edu
(802) 443-3546



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