

Creating an Advanced Search in 25Live



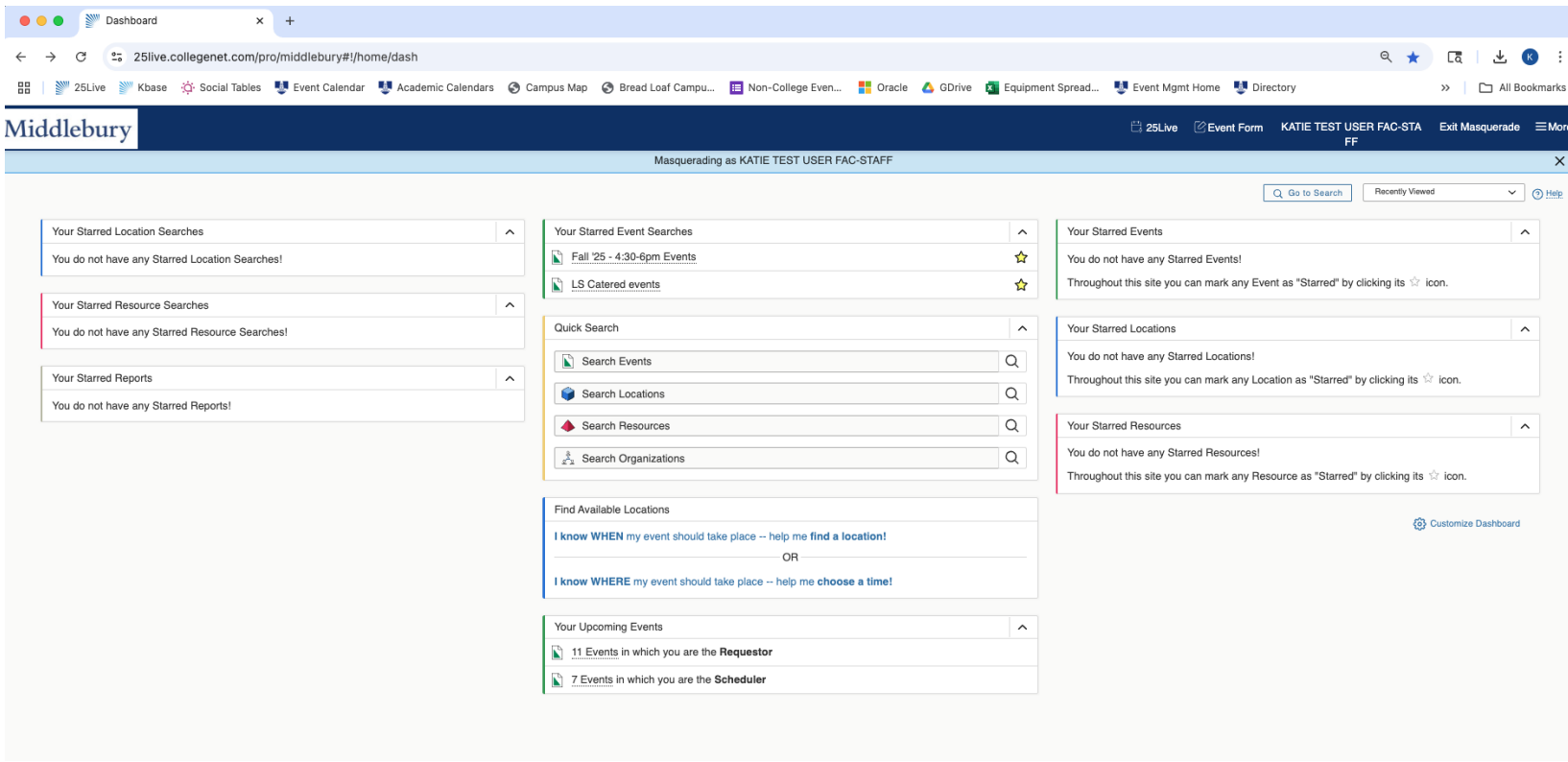
Middlebury

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.





Navigate to 25Live in your web browser by using the go link (go/25Live/) 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.

25LiveEvent FormKATIE TEST USER FAC-STAFFExit Masquerade

Masquerading as KATIE TEST USER FAC-STAFF

Go to SearchRecently Viewed

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

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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25Live

Event Form

KATIE TEST USER FAC-STAFF

Exit Masquerade

More

Masquerading as KATIE TEST USER FAC-STAFF

Recently Viewed

Help

Select Object:

Events

Saved Searches (optional)

Quick Search

Advanced

Search Events

x

?

Hint! Type :: to use SeriesQL

Reset

Save as

Search

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.

Select Object:

Events

Saved Searches (optional)

Quick Search



Advanced

Query

Conjunction and

Add Criterion

Reset

Save as

Search

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.**



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.



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

Query

Conjunction and 

Add Criterion

Add Group

 Your Starred EventsGeneral 

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: Events Saved Searches (optional)

Quick Search Advanced

Query ^

Conjunction and

Occurrence Dates ^ X

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

Reset Save as Search

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



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.



Select Object: Events Saved Searches (optional)

Quick Search Advanced

Query

Conjunction and

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

Event Types

Types

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



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

X Exhibition

X Performance

X Screening

X Lectures, Readings, and Talks

X Symposia & Conferences

Event States

Select States

States

☒ Select All

☐ Select None

☐ Draft

☒ Confirmed

☐ Denied

☒ Tentative

☐ Sealed

☐ Cancelled

Add Criterion

Done

Reset

Save as

Search

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.



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

Save as

Search

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

Name your search

Add to starred searches


No

Yes

Save

Cancel

Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Start Time	Creation Date	State	Locations	Resources	Sch	
⌵	"Making It" – A Class of 2015 Art Show	"Making It" – A Class of 2015 Art Show	2025-ACVWBGW	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	Kate (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 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)	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 11:37 am	Confirmed	MCC LAWN	Public Safety FYI only Road Barrier Service: Electrician 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 9:54 am	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.

ListCalendar

← Recent and Future →

Recent & FutureFutureAll 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				Fri Sep 12		Mon May 19 2025			Public Safety FYI only Road Barrier Service: Electrician Service: Facilities			

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.

ListCalendar

☐ Display Additional Time

← Sun Sep 21 2025 - Sat Dec 13 2025 → Weeks: 12

Help

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<div>September 21</div> <div>All Day</div> <div>"Making It" – A Class of 2015 Art Show</div> <div>JHN 208</div>	<div>September 22</div> <div>All Day</div> <div>"Making It" – A Class of 2015 Art Show</div> <div>JHN 208</div>	<div>September 23</div> <div>All Day</div> <div>"Making It" – A Class of 2015 Art Show</div> <div>JHN 208</div>	<div>September 24</div> <div>All Day</div> <div>"Making It" – A Class of 2015 Art Show</div> <div>JHN 208</div> <div>7:30 pm - 9:00 pm</div> <div>Tuvergen Musicians</div> <div>MAC CONCRT HL</div>	<div>September 25</div> <div>All Day</div> <div>"Making It" – A Class of 2015 Art Show</div> <div>JHN 208</div>	<div>September 26</div> <div>All Day</div> <div>HOLD for Assister Conference</div> <div>KIRK 101</div> <div>KIRK 203</div> <div>KIRK MAIN ROOM (107)</div> <div>KIRK UPPER DECK</div> <div>10:00 am MON JUN 09 2025 - 5:00 pm FRI SEP 26 2025</div> <div>"Making It" – A Class of 2015 Art Show</div> <div>JHN 208</div> <div>7:30 pm - 9:30 pm</div> <div>PAS Hold - Sept 26</div> <div>WTH THE</div>	<div>September 27</div> <div>All Day</div> <div>"Making It" – A Class of 2015 Art Show</div> <div>JHN 208</div>
<div>September 28</div> <div>All Day</div> <div>"Making It" – A Class of 2015 Art Show</div> <div>JHN 208</div>	<div>September 29</div> <div>All Day</div> <div>"Making It" – A Class of 2015 Art Show</div> <div>JHN 208</div>	<div>September 30</div> <div>All Day</div> <div>"Making It" – A Class of 2015 Art Show</div> <div>JHN 208</div>	<div>October 1</div> <div>All Day</div> <div>"Making It" – A Class of 2015 Art Show</div> <div>JHN 208</div>	<div>October 2</div> <div>All Day</div> <div>"Making It" – A Class of 2015 Art Show</div> <div>JHN 208</div>	<div>October 3</div> <div>All Day</div> <div>"Making It" – A Class of 2015 Art Show</div> <div>JHN 208</div>	<div>October 4</div> <div>All Day</div> <div>"Making It" – A Class of 2015 Art Show</div> <div>JHN 208</div>
<div>October 5</div> <div>All Day</div> <div>"Making It" – A Class of 2015 Art Show</div> <div>JHN 208</div>	<div>October 6</div> <div>All Day</div> <div>"Making It" – A Class of 2015 Art Show</div> <div>JHN 208</div>	<div>October 7</div> <div>All Day</div> <div>"Making It" – A Class of 2015 Art Show</div> <div>JHN 208</div>	<div>October 8</div> <div>All Day</div> <div>"Making It" – A Class of 2015 Art Show</div> <div>JHN 208</div>	<div>October 9</div> <div>All Day</div> <div>"Making It" – A Class of 2015 Art Show</div> <div>JHN 208</div>	<div>October 10</div> <div>All Day</div> <div>"Making It" – A Class of 2015 Art Show</div> <div>JHN 208</div>	<div>October 11</div> <div>All Day</div> <div>"Making It" – A Class of 2015 Art Show</div> <div>JHN 208</div>

2025

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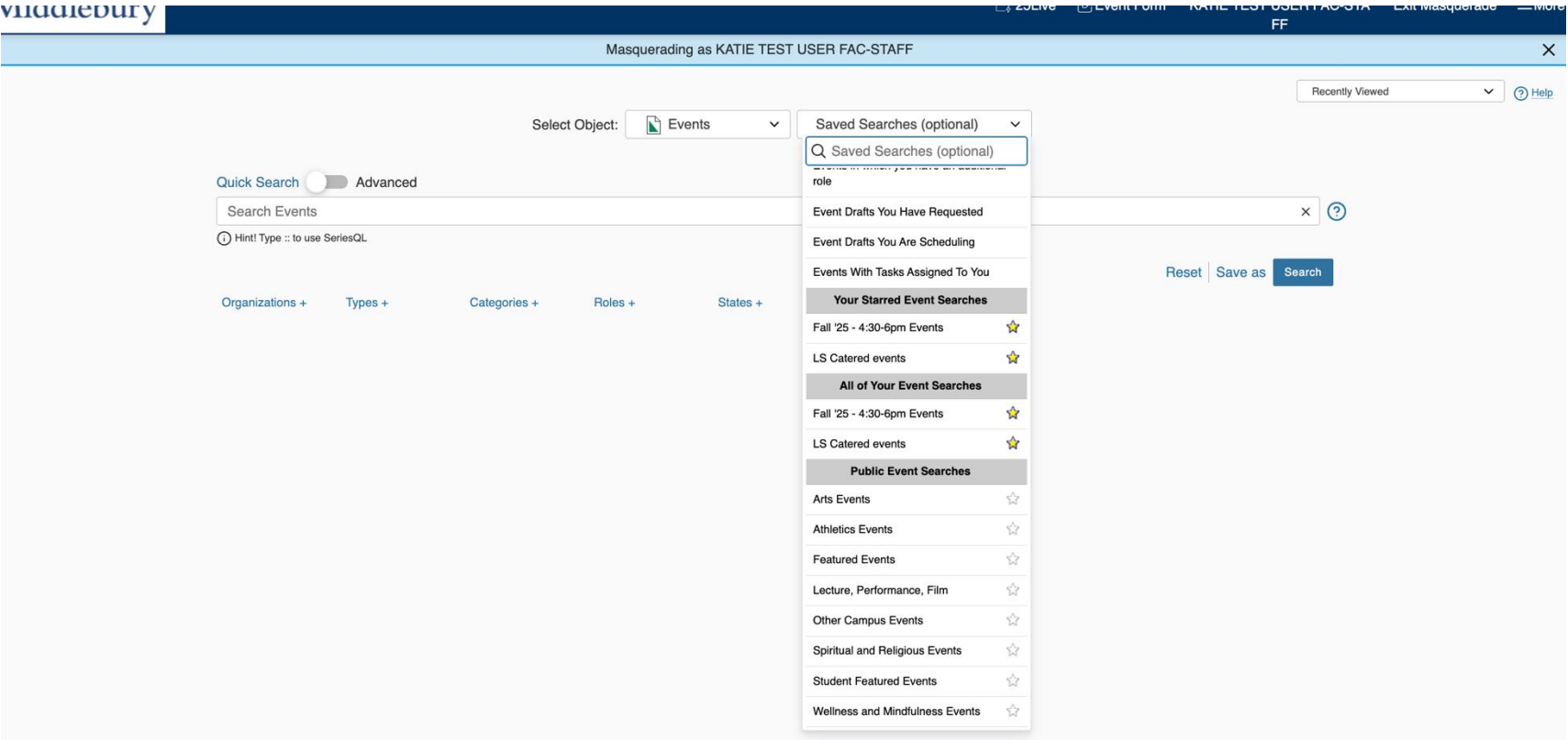
10

11

Select Today

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/)**



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.

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