

# 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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**Department of Event Management**  
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# 25Live Pro vs. the Campus Calendar of Events

## What's the difference?

### **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 We do not publish an event to the calendar unless the organizer requests it.
- Events can be filtered by several categories shown in the left sidebar, and can also be filtered for events that are either open or closed to the public.  
**Featured Events** are defined as major events that are also open to the public.
- An abbreviated event description displays on the main page. Click on an event title to view full publicity text including event sponsors, contacts, and the event's location on the campus map. From this detail view you may also share the event and add it to your calendar.
- Event service and equipment requirements are NOT displayed.
- Courses are not displayed.
- The calendar automatically updates any new information from 25Live Pro every 10-15 minutes throughout the day.

### **25Live Pro:**

Access 25Live Pro via the menu on the Event Management web page or type [go/25LivePro](#) in your Mozilla Firefox or Google Chrome web browser.

- Classes and most events, **including those not published to the campus Calendar of Events**, can be viewed here. Some exceptions:
  - Conference rooms
  - Bread Loaf
  - Old Chapel Board Room
  - President's House
  - President's Dining Room (Proctor)
  - Hadley House
- Visible event details include Resources assigned to the event, and any additional time the event venue is reserved to accommodate set-up and take-down.  
[Resources = service & equipment requirements]
- 25Live Pro is our database for events and courses.
- Information is LIVE! What you see is accurate in the moment.

**When assessing dates to plan a major event, please also contact our office! We may be planning events that are not yet 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?

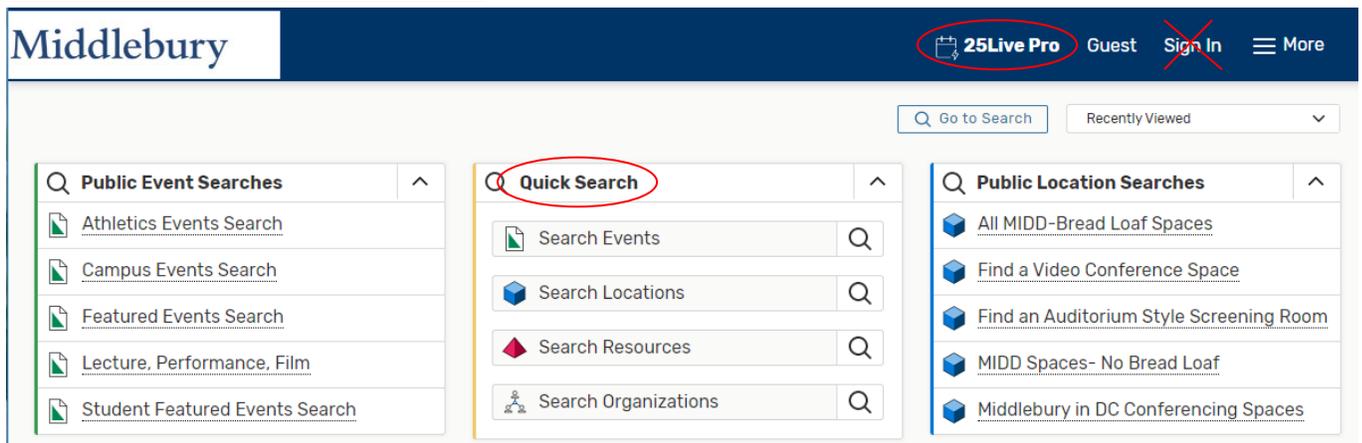
- It's a database search engine! 25Live Pro gives you direct access to the current class and event schedules. You can quick-check event information anytime, anywhere.
- Play with it! You can't change or delete information. You have "view only" access. General campus users do NOT need to sign in.
- If you get lost, you can always return to the home 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 it via the Event Management web site.

25Live Pro works best in Mozilla Firefox or Google Chrome. Netscape is not recommended.

## 25Live Pro Dashboard / Home page:



None of the instructions in this guide require **Sign In**. Only event schedulers have sign-in access.

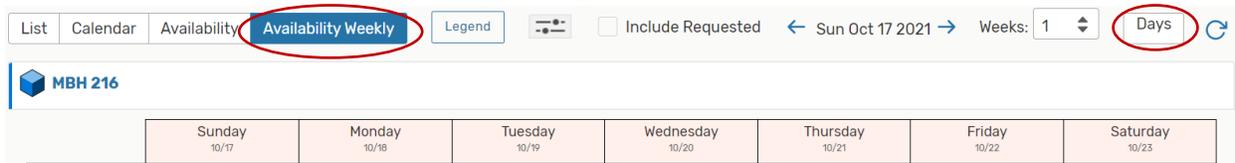


The **List** button shows *some* detail about the space itself:



Name	Formal Name	Categories	Features	Layouts	Max Capacity
<a href="#">MBH 216</a>	McCardell Bicentennial Hall 216	Academic Space, ADA accessible - Full, ADA Restroom Close, Lecture	Air Conditioning, Aux. HDMI input, BLURAY player/Multiregion DVD/CD	Auditorium Style, Capacity as a Classroom, Fixed seating space	147

The **Availability (Weekly)** button allows you to assess room availability for a full week. If your ideal day and time are not available, you can easily identify alternative time slots.



List Calendar Availability **Availability Weekly** Legend  Include Requested ← Sun Oct 17 2021 → Weeks: 1 **Days**

**MBH 216**

Sunday 10/17	Monday 10/18	Tuesday 10/19	Wednesday 10/20	Thursday 10/21	Friday 10/22	Saturday 10/23

**Tip:** Not interested in Saturday/Sunday timeslots? Click on the **Days** button to deselect any days of the week you don't need. They will be eliminated from the grid.

**Remember: The schedule is LIVE!** You may view availability now, but events may be added at *any time*. 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.

It is also good practice to request any **Pre-Event** and **Post-Event** time needed for set-up or preparation that you or a guest speaker may need. Separate from that, Event Management will add any **Setup** and **Takedown** time for service providers to complete any tasks they may have.

## 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 indicate spaces requiring special permission for use, special policies, 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.


**AXN 232**  
Axinn Center 232

Details
List
Availability (Daily)
Availability (Weekly)
Calendar

**Comments** ^

ADA access is available but marginal.

**Default Instructions** ^

\*\*Information Technology Services (ITS) STRONGLY recommends all users contact Media Services for training in this venue prior to events.

Fixed seating spaces cannot allow for additional seating or panel discussion set-up at the front of the room.

**Features** ^

- 16 mm Film Projection
- 35 mm Film Projection
- BLURAY player/Multiregion DVD/CD player
- Chalk-board (# of feet)
- Data Port
- Laptop connection/Projection
- Lectern - Floor model
- Lighting Adjustable
- Microphone pa system
- Podium
- Projection Screen - Wall Mounted (2)
- Surround Sound
- Tiered Seating
- VCR- multi-standard
- Video/computer projection (2)
- Wireless Microphone

**Attributes** ^

none

**Layouts** ^

Max Capacity	Capacity
Capacity as a Classroom (default)	65
Auditorium Style 	65
Fixed seating space	65

**Categories** ^

- Academic Space
- ADA accessible - Full
- ADA Restroom Close
- Classrooms with Projection
- Screening Room
- Smart Classroom

**Related Spaces** ^

none

**Location Scheduler** ^

none

**Images** ^

Viewing Layout Image: Auditorium Style

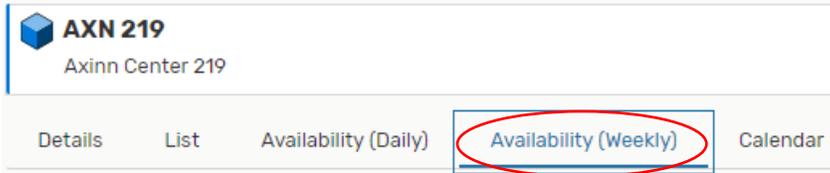


**Map** ^

none

## 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:

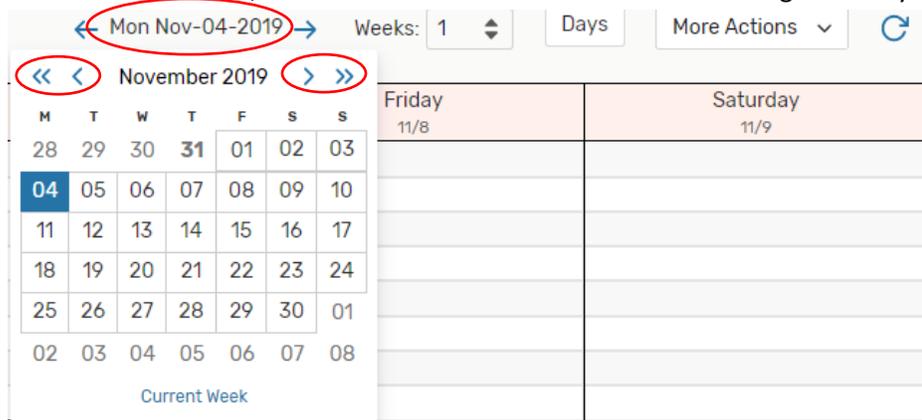


### Select **Availability (Weekly)**

3. A one-week schedule grid will be displayed so that available times are clearly visible. This view is convenient when your event date & time can be flexible.

	Sunday 11/3	Monday 11/4	Tuesday 11/5	Wednesday 11/6	Thursday 11/7	Friday 11/8	Saturday 11/9
7:00 AM							
8:00 AM			Intro Macroeconomi...		Intro Macroeconomi...		
9:00 AM		Hist Modern Europe ...	Intro Macroeconomi...	Hist Modern Europe ...	Intro Macroeconomi...		
10:00 AM						Discussion - B	
11:00 AM		Inequality & America...	Micro Theory	Inequality & America...	Micro Theory	Discussion - A	
12:00 PM		Accounting/Budgeti...		Accounting/Budgeti...			
1:00 PM							
2:00 PM	ISO Show Mandatory...		African American Lit...		African American Lit...	SGA Dining affairs co...	
3:00 PM		Modern Chinese Lite...	Investment Manage...	Modern Chinese Lite...	Investment Manage...		
4:00 PM		Study Abroad Pre-D...	Study Abroad Pre-D...				

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



5. When *time of day* is more important than 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 2<sup>nd</sup> 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.

	0	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
AXN 219									Intro M...	Intro M...	Micro T...			Please r...	Investm...									
AXN 220										FYSE 15...	Introdu...			Theatre...	Please r...									
AXN 229										Cultural...	Society ...			Education In the USA								Archi...		
AXN 232										Aesthet...	African ...			Interna...				RELI 0140 Add'l Sc...	Movie screening "Splice"					

From the Dashboard you can use **Public Location Searches** to quickly check availability of auditorium or video conference spaces.

Public Location Searches
All MIDD-Bread Loaf Spaces
Find a Video Conference Space
Find an Auditorium Style Screening Room
MIDD Spaces- No Bread Loaf
Middlebury in DC Conferencing Spaces

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

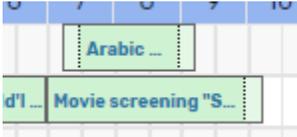
The “All MIDD” and “MIDD Spaces” listings are complete lists of all schedulable space. These searches are primarily for creating event management reports.

Select the desired search. When search results are retrieved click on the **Availability** button, then select the date you are interested in. You can easily see which space is available for your film screening or video conference!

	0	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
LIB 105A												AMST ...												
LIB 105B												AMST ...												
LIB 145																								
RAJ CON									Intern...	Africa...	FOOD ...	Hot...	FYSE 1...	Comp...										

## Schedule-Viewing Tips

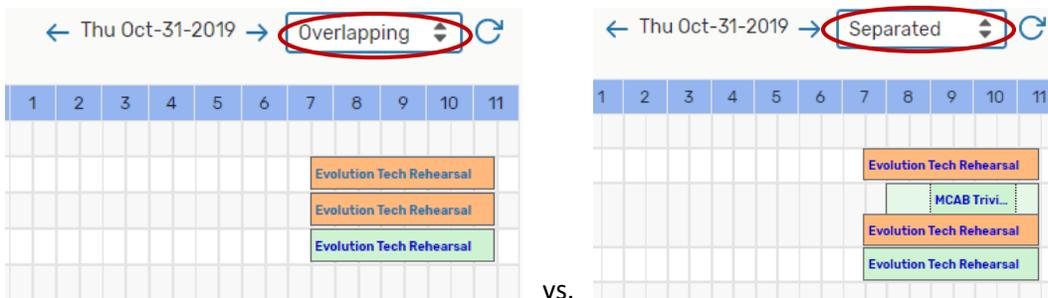
- Placing the cursor over an event block in the **Calendar** or **Availability** views provides an event summary.
- Dotted lines & lighter shading within an event block indicate additional time reserved before or after the event (to allow for set-up time or adequate time between events).



- 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.



- 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.

- In the **Availability Weekly** view, click on the **Days** button to deselect days of the week you are not interested in.



## 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.

Name	Title	Reference	Organizations	Type	Categories	Start Date	Start Time	Creation Date	State	Locations
<a href="#">HARC Lecture: Straham</a>	Ancient Asian Gold Technology	2019-ABXVNG	<a href="#">HARC</a>	*Lectures, Readings & Talks	Featured Events Calendar, Arts Calendar,	Thu Apr-09-2020	4:15 pm	Tue Oct-01-2019 2:50 pm	Tentative	<a href="#">MAC 125</a>

**TIP:** If the search doesn't retrieve expected results, check whether the search parameter is set to **Future Only** or **All Dates**.



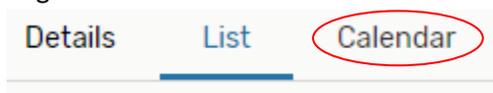
### Search by Organization

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 may not be helpful for academic departments, as courses are included. The list 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 Organization 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 **Locations** from the **Select Object** dropdown menu.



Select Object: Locations Saved Searches (optional)

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. Instead, click on any of the available search criteria to begin selecting parameters.



Categories +    Features +    Layouts +    Capacity  
between    and

Pop-up windows will open for **Categories**, **Features**, and **Layouts**. Be sure to click the blue **Done** button when you have made your selections!

4. **Categories**: All schedulable spaces are assigned a category. 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. Matching All means the search will only retrieve locations that have all the criteria selected.
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 (seminar room, an auditorium, a lounge, etc.). You may select multiple layouts if they meet your need 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 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. See TIPS on page 12. Also check whether you have set parameters to Match Any or Match All.*
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.

The screenshot shows a software interface for viewing course availability. At the top, there are tabs for 'List', 'Calendar', and 'Availability', with 'Availability' being the active tab. To the right, there is a date selector showing 'Tue Nov-19-2019' and a dropdown menu set to 'Overlapping'. Below this is a calendar grid with days of the week (0-11) as columns and course locations as rows. The locations listed are AXT AUD, MBH 104, MBH 216, MBH 220, and WNS HEM. Various event blocks are visible, such as 'Intro...', 'Plea...', 'Aesthetics of t...', 'Stars/Stardom...', 'Gene...', 'Cell ...', 'Fac...', 'PSCI 0228 Add'l...', 'Ther...', 'Scie...', 'Psync...', 'The Women of G...', and 'Discussion'. At the bottom of the grid, the text 'No More Results' is displayed.

**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 parameters.
- Remember, **Matching All** means the search will only retrieve locations that have all the criteria selected within that parameter window.
- 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.

The screenshot shows a search interface. At the top, there is a 'Select Object:' dropdown menu currently set to 'Locations'. To its right is a 'Saved Searches (optional)' dropdown menu. Below these is a search input field containing the text 'Search Locations' and a clear button (X). At the bottom left is a 'More Options' dropdown menu. At the bottom right are two buttons: 'Reset' and 'Search'.

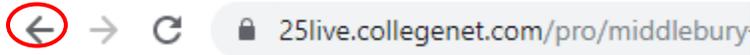
## Navigation Tips!

### ◊ 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.

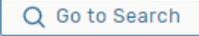


### ◊ Click the “Recently Viewed” dropdown list in the upper right corner to return to any Event or Location you viewed during your current user session

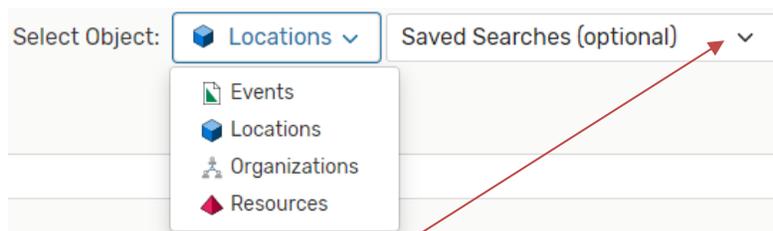


### ◊ Access searches for Events, Locations, Resources, or Organizations from any screen:

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