25Live User Guide

Home | Events | Locations | Resources | Organizations

Welcome to 25Live! Please click on the "Sign In" link to get started with your request.

Dashboard | Calendar

Quick Search

Search Events [Go]

Search Locations [Go]

Search Resources [Go]

Public Location Searches
- Academic Center North
- Alumni Auditorium
- Large Event Spaces (100+ Capacity)
- Lathem Hall
- Metropolitan Hall
- Outdoor Event Space
- Parking Lots
- Quick Center
- University Center
- Wellness Center
- Wolfgram Library

Popular Locations
- **ALAU*AUD** — Alumni Auditorium
- **LATH*MH** — Lathem Hall Main Hall
- **UCTR*A** — University Center Room A
- **UCTR*C** — University Center Room C
- **UCTR*D** — University Center Room D
- **UCTR*F** — University Center Room F
- **UCTR*WEBB** — University Center Webb Room

☐ See when these locations are available

Public Event Searches
- Experience Widener
- Multicultural Events

> **Sign in to 25Live here using your NOVELL/Campus Cruiser login and password.**

Icon Legend | Feedback | Help Tips: Disabled | Text Size: ⊞ ⊟ ⊡

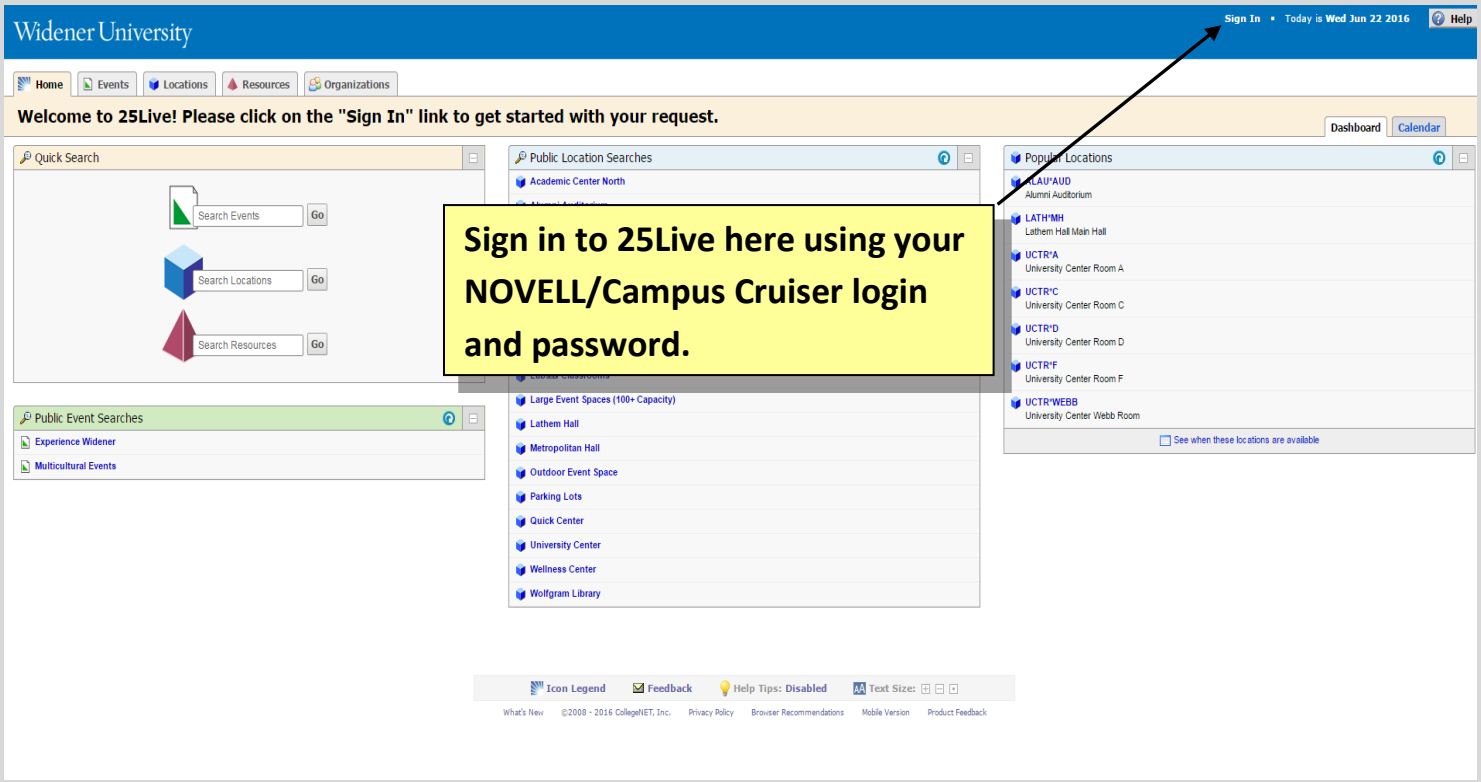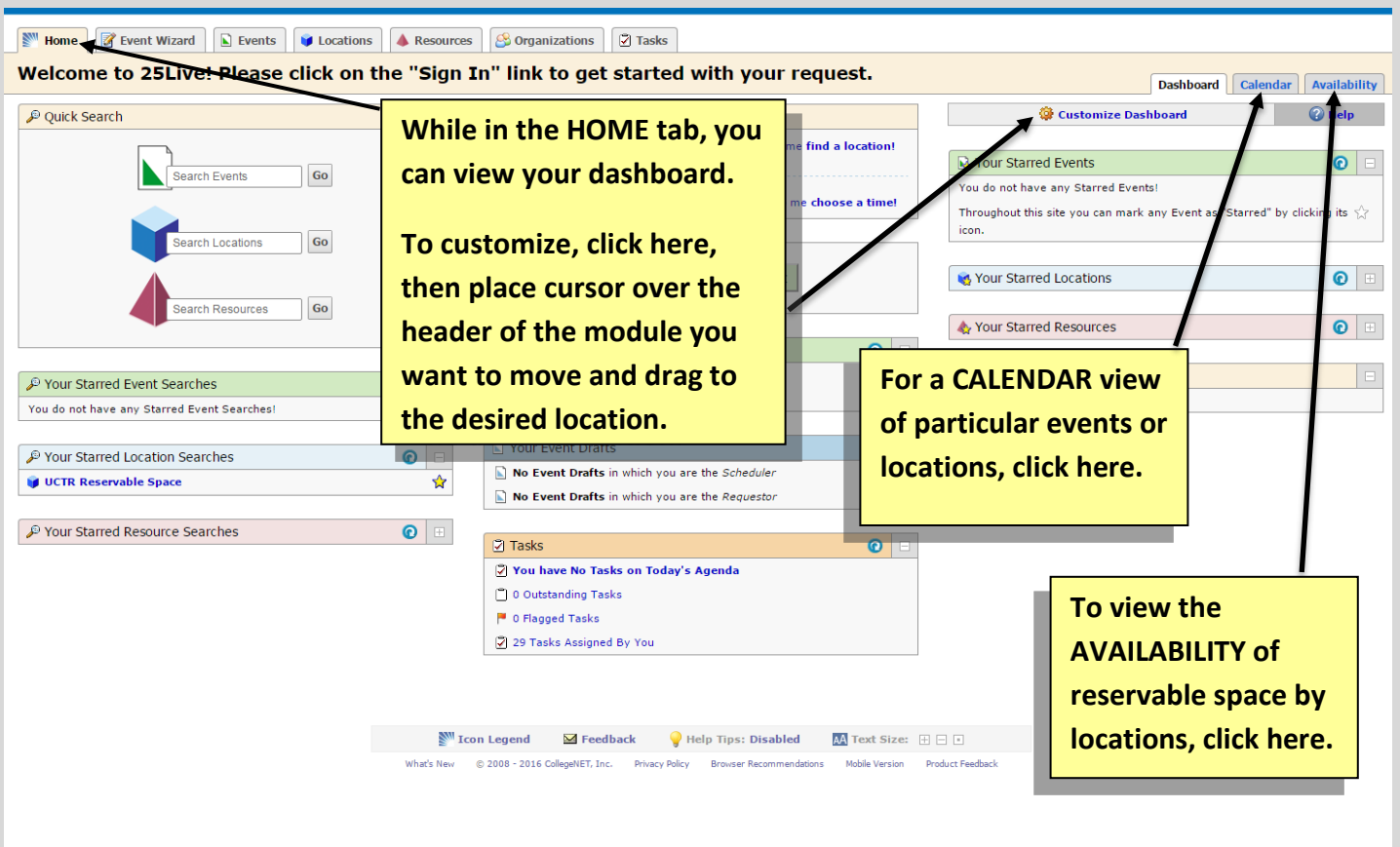What's New   ©2008 - 2016 CollegeNET, Inc.   Privacy Policy   Browser Recommendations   Mobile Version   Product Feedback

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The 25Live dashboard contains modules for each of the different functions you may need for searching events and locations, as well as requesting space to create an event.

Home | Event Wizard | Events | Locations | Resources | Organizations | Tasks

Welcome to 25Live! Please click on the "Sign In" link to get started with your request.

Dashboard | Calendar | Availability

Quick Search

Search Events [Go]

Search Locations [Go]

Search Resources [Go]

...me find a location!

...me choose a time!

⚙ Customize Dashboard   Help

Your Starred Event Searches
You do not have any Starred Event Searches!

Your Starred Location Searches
- UCTR Reservable Space ☆

Your Starred Resource Searches

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

Your Starred Resources

Your Event Drafts
- No Event Drafts in which you are the *Scheduler*
- No Event Drafts in which you are the *Requestor*

Tasks
- You have No Tasks on Today's Agenda
- 0 Outstanding Tasks
- 0 Flagged Tasks
- 29 Tasks Assigned By You

> **While in the HOME tab, you can view your dashboard.**
>
> **To customize, click here, then place cursor over the header of the module you want to move and drag to the desired location.**

> **For a CALENDAR view of particular events or locations, click here.**

> **To view the AVAILABILITY of reservable space by locations, click here.**

Icon Legend | Feedback | Help Tips: Disabled | Text Size: ⊞ ⊟ ⊡

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Screenshot 1

Welcome to 25Live! Please click on the "Sign In" link to get started with your request.

🔍 Quick Search

Search Events [Go]

Search Locations [Go]

Search Resources [Go]

📝 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!**

Create an Event

scheduler

equestor

📌 0 Flagged Tasks

☑ 29 Tasks Assigned By You

Quick Search allows you to search Events, Locations, and Resources by simply entering any part of the name (i.e. Leadership Training, Room A, Easels.) into the appropriate box.

This module is useful when you want to find a location available at a particular time

OR

When you need to find free time in a particular location.

📰 Icon Legend ✉ Feedback 💡 Help Tips: Disabled AA Text Size: ⊞ ⊟ ⊡

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Screenshot 2

Home | Event Wiza | Events | Locations | Resources | Organizations | Tasks

Search For Locations | Pre-Defined Location Searches

📦 **Pre-Defined Location Searches**

Search Groupings
- Pre-Defined Groups
- Index
- Categories
- Features
- Layouts
- Capacities
- Your Starred Searches
- All of Your Searches

Public Searches

Select a Search Grouping (left) to browse existing searches.

- Academic Center North
- Alumni Auditorium
- Bruce Hall and Cottee Hall
- Founders Hall
- Freedom Hall
- Good Spaces for Meetings
- Kapelski Learning Center
- Kirkbride Hall
- Labs & Classrooms

🔍 Run

List | **Availability** | Calendar

Date: Wed Jul-13-2016

Load Availability

Each tab at the top will also give more options to search specifically, or by using Pre-defined Searchs.

Use the Search Groupings to refine your search.

Click RUN –

Then view options by List, Availability, or Calendar.

📰 Icon Legend ✉ Feedback 💡 Help Tips: Disabled AA Text Size: ⊞ ⊟ ⊡

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Create and Submit an Event/Space request.

To begin filling out the online request form, Click on

"Create an Event" or

Click on the Event Wizard tab at the top of your Dashboard.

Please Note: Additional information and instructions for each page will appear on the right of the form.

Enter in your event information. Required fields are marked with a **red ***

Once all required fields are entered, Click NEXT to move to the next page of the form.

Enter additional basic event information.

All Staff Meeting
Event Title for Event Calendars

Meeting
University Center
25 Attendees Expected
Please enter your event description/advertisement here. Include as much detail about the...

Progress...

Expected Head Count

25 ✓

This is where you would enter promotional information about your event for public calendars!

Information for this Event

Font Family | Font Sizes

Please enter your event description/advertisement here.
Include as much detail about the event as possible.
Who can attend - Widener Undergraduates? Graduates? Open to the Public?
Is this event free - or is there a charge?
Is there a facebook/twitter/webpage to include?

Please enter the promotional information for this event, which is important for advertising your event on public calendars. Meetings, study sessions, and events similar do not need any promotional information. But, major events focused on outside communities need additional information, such as a promotional description of the event, where to buy tickets, etc.

Notes:
To embed HTML code directly (such as a YouTube video), use the "Insert/edit video" button or edit the source directly by clicking the "Source code" button.

Some HTML tags (including TABLE tags) are not supported by 25Live Publisher.

◄ Back   Next ►

✕ Cancel   🖫 Save

Continue entering in the details of your request- Follow the instructions at the top of the form.

Screenshot 1

All Staff Meeting
Event Title for Event Calendars

Meeting
University Center
25 Attendees Expected

Please enter your event description...
much d...

Thu S...
Thu S...

Event R...

UCT...

Resour...

Find and select EVENT LO...

Tell us how you want the space set-up by selecting a Layout option from the drop-down.

☆ **Your Starred Locations...**

UCTR*ATR — University Center Atrium — Max Capacity: 400	✔
UCTR*C — University Center Room C — Max Capacity: 60	✔
UCTR*F — University Center Room F — Max Capacity: 40	✔
UCTR*G — University Center Room G — Max Capacity: 20	✔

☐ Show only my authorized locations that have no time conflicts   🔄 Refresh
☑ Enforce head count

Choose your space by your Starred locations (that you customize)

Or Search by entering the location name.

A Green check mark indicates the space is available.

🔍 **Search by Location Name...**

Saved Searches...

Advanced Search...

...choosing a space, select the Space Layout from the drop-down options. If necessary, include additional set-up instructions in the box provided.   HIDE ▲

Selected Locations

⬛ UCTR*C   ✔ ☆ ☒
University Center Room C
Max Capacity: 60
Features: Audio-visual Hookups; Buffet Table(s); Carpet; Plasma TV - 60 inch; Screen
Conflicts: None

Layout:
To Be Determined [60]   ▼

Setup Instructions:

Attendance:

◀ Back   Next ▶

❌ Cancel   💾 Save

Screenshot 2

All Staff Meeting
Event Title for Event Calendars

Meeting
University Center
25 Attendees Expected

Find and select RESOURCES.

☆ **Your Starred Resources...**

🔍 **Search by Resource Name...**

Easel

Easel	6/6
Easel - Dry Erase Board	4/4
Easel Pads	∞

🔄 Refresh

Resource requests can be made here - *Please note:*

Food Service and Linens are provided by Aramark catering. X4420

Laptops and other audiovisual equipment are provided by the Multimedia office. X4090

Wireless Access for guests is provided by ITS. X1047

Saved Searches...

Advanced Search...

If you want your event to display on a public calendar, search for "Calendar" as a resource and select in which Calendar you want to see your event listed.   HIDE ▲

Selected Resources

🔺 Easel   ✔ ☆ ☒
Conflicts: None

Setup Instructions:

Avail/Total: 6/6
Quantity: 1

◀ Back   Next ▶

❌ Cancel   💾 Save

Select REQUIREMENTS for this event.

☐ Money exchange at event
   Comments: [_____]

☐ Non-Widener guests invited to event
   Comments: [_____]

Check these items if they apply to your event. Campus Safety will be contacted to support if necessary.

Next ▶

💾 Save

Add additional COMMENTS and NOTES for this event.

Event Comments

[_____]

Please input any additional details or notes for the reservationist here, and Click SAVE.

Next ▶

💾 Save

Request form Complete and pending approval.

🔺 Resources | 🟦 Organizations | ☑ Tasks

Thank you - your request has been submitted. You will receive an email confirmation if approved. If your request is not approved, the respective reservationist will contact you.

Close ✖

Here's Some Information About Your Event

📦 **Location Requests Pending Approval**
Location 'UCTR*FCROOM' requested for Aug 18 2016.

What's Next?

View Details	View the Event Details page for this event. The full range of actions are available to you from there.
Edit	Need to make some more edits to this event? Click this button to start editing.
Email	Email the details of this event to its stakeholders or anyone else.

More Event Options

🖨 Print Confirmation   📄 Copy

☑ Create "To Do"   🔗 Manage Relationships

🧍 Manage Bindings

👑 Take Ownership of this Event

☆ Add to Starred?

Event Preferences

The following locations were requested for this event:

📦 **UCTR*FCROOM**

Remove Preferences

Event Tasks

1 Active Assignment Task

This page shows your request was successfully submitted - -

This is NOT a confirmation – once reviewed, an email will be sent if the event /space was approved.

Changes can be made HERE to a request if it has not already been viewed and confirmed.