

# 25LIVE USER CHEAT SHEET

A Quick Reference for Using the Basic Features of 25Live

## EVENT WIZARD

1. Click the Event Wizard tab on the upper left-hand side of the home page.
2. Enter the name of your event. Select the appropriate event type. Use the Organization Index to find the name of your department or organization and select it. Click Next.
3. Enter the number of guests you are expecting. Click Next.
4. If your event has only one occurrence, click No. If your event is repeating and has multiple occurrences, click Yes.
5. Type the date, start time, and end time of your event in the appropriate boxes. If your event requires custom setup, use the setup and takedown fields to enter at least 1 hour of each to your event times.
6. If your event repeats, select "Ad Hoc Repeats" and click on all additional event dates.
7. Search for a location by building or room name. You can also search our saved searches to see all available rooms or to search by room type.
8. Click on the room you would like to reserve and click Next.
9. Enter your setup information and click Next.
10. Read through the Affirmation details. If you agree, select the check box and click Save.
11. Make note of your reference number (e.g. 2017-ABCDEF). This number must be included in all emails related to your event.

**Your request will now be forwarded to our department for processing.**

## FIND AVAILABLE LOCATIONS MENU

Locate this menu (in the center of the home page, Dashboard sub-tab).

### If you know when your event is taking place...

1. Click on the first link and enter the date, time, and number of attendees for your event.
2. Choose a Location Search and click "Show me what's available!"
3. If no desired location shows up, you can choose to search for a larger space by clicking the link at the bottom of the menu. You can also adjust your event time/date.
4. Click "Use this location." You will be forwarded to the Event Wizard.

### If you know where you would like your event to take place...

1. Click on the second link, enter the room or building name (the more specific the better), and click "Go."
2. Select your location from the drop-down menu that appears and click "Show me this location's availability."
3. You will be forwarded to the Availability Calendar.
4. Click anywhere on the calendar to be forwarded to the Event Wizard.

## QUICK SEARCH

Enter either an event name or a location name into the appropriate field in the menus on the left-hand side of the home page (Dashboard view). **If you are searching for an event**, you will be forwarded to a list of confirmed or tentative events with titles that match your keyword. Click on an event name to view more details. **If you are searching for a location**, you will be forwarded to a list of rooms that fit your search criteria. You can click on a room name to view its availability in the Availability sub-tab, or to view more information in the Details sub-tab.

## YOUR EVENT DRAFTS

If you have requested events that are pending approval, there will be a link to a list of those requests under the Your Event Drafts menu (located in the center of the home page, Dashboard view). Click on the "Event Drafts in which you are the Requestor" link to view this list. From this page, you can view a list of all your reservations (drafts, tentative, confirmed, and canceled) by changing the Pre-Defined Search Grouping to "Events You Have Requested" and clicking "Run." All of your events will automatically load at the bottom of the page.

## STARRING

If there are locations or events that you view or use often, you can "star" them and they will show up on your home page (in the menus on the right-hand side) and within the Event Creation and Editing tab. Any time you run a location or event search, gray stars will appear to the left of the "name" column. If you click these stars, they will become gold and the location/event will be added to your starred list.