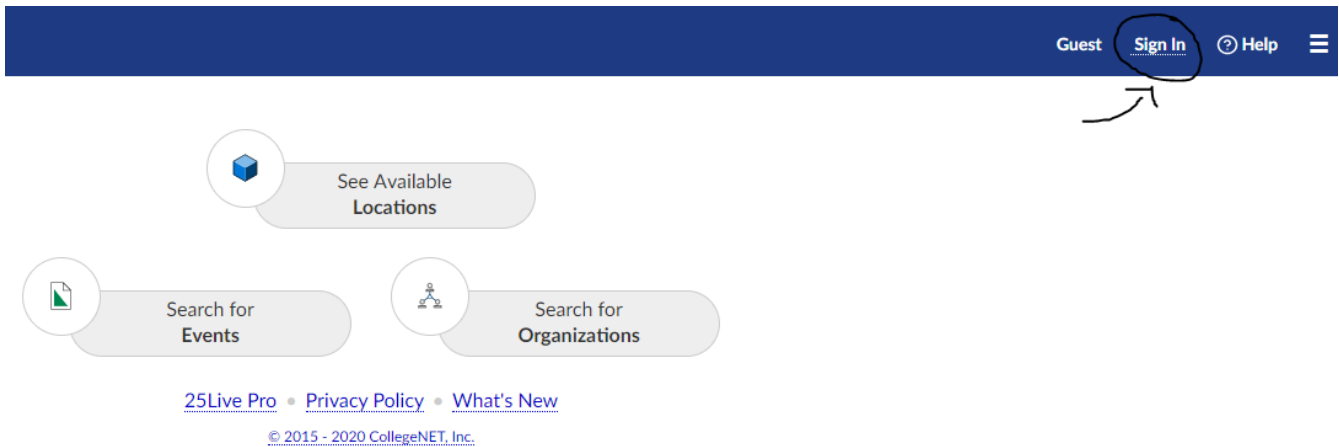


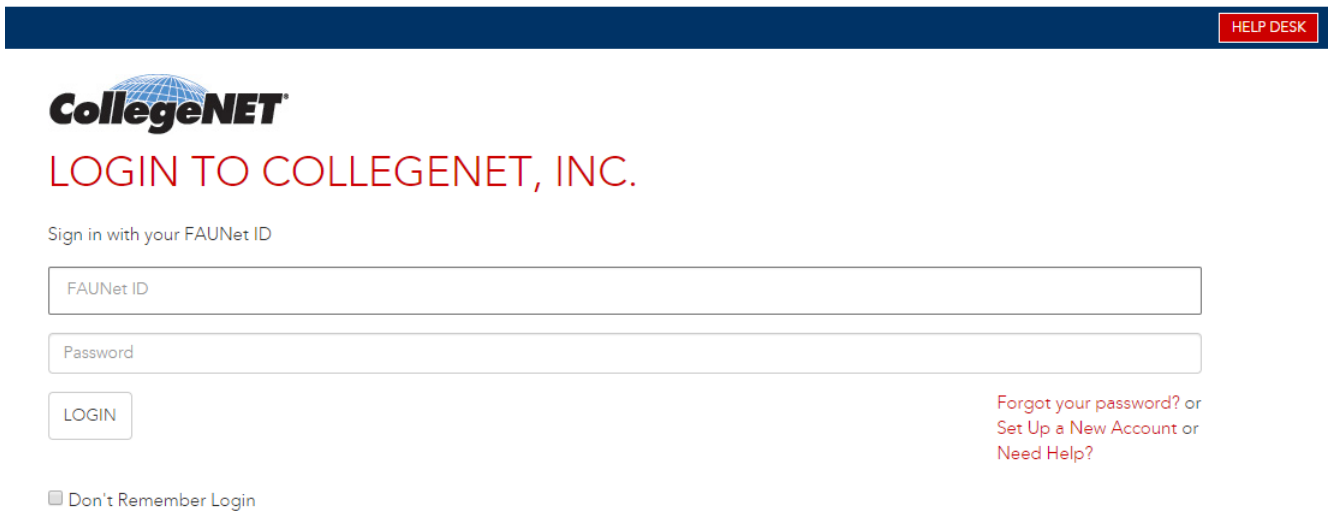
# 25Live User Guide

## Logging-in to 25Live

1. Access the 25Live homepage by selecting the “Click Here to Begin Using 25Live” link at the bottom of the page.
2. Next, click on “Sign In” in the upper right-hand corner:



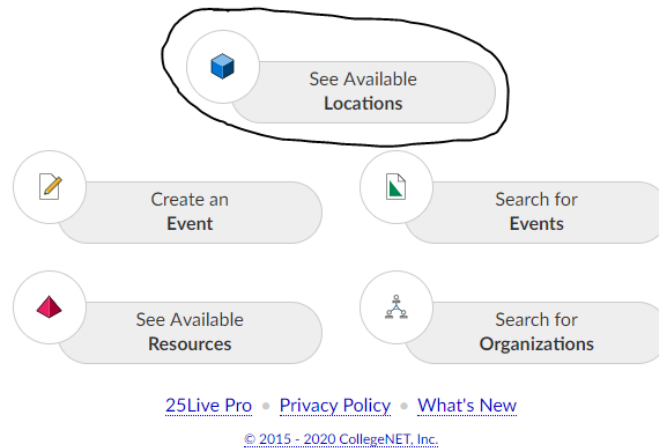
3. You will then be directed to the below page where you can sign-in using your regular single-sign-on credentials:



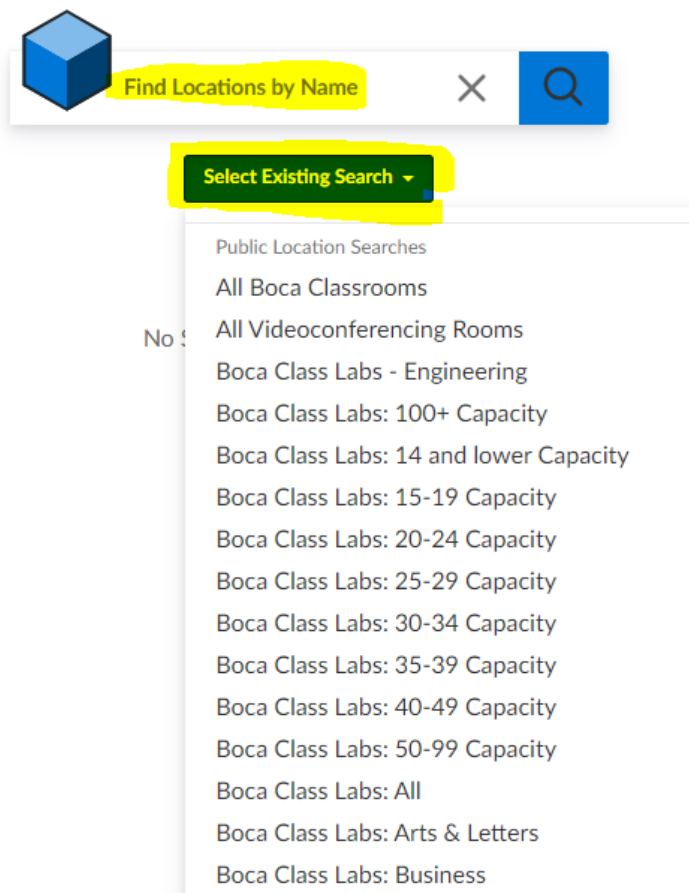
\*Please note that it is necessary to fully log-in to 25Live in order to submit a request.

## Searching for an Available Room

1. Begin by selecting “See Available Locations” from the homepage:



2. You can search by entering the specific space in the “Find Locations by Name” field or by using one of the preloaded searches available under the “Select Existing Search” Drop down menu.



3. Once you have selected one of these searches you can then select the date and time that you are looking for by clicking on the current date and time next to “Checking Availability for.”

[Create an Event](#)

Find Locations by Name ✕ 🔍

[All Boca Classrooms](#)

Checking Availability for **Jan 25, 2020, 11:00AM - 12:00PM** Showing [All Locations](#)

**94 Matching Locations**

	Location Name	Formal Name	Max Capacity	Action
☆	<a href="#">AH 204</a>	Arts & Humanities 204	24	<a href="#">Request</a>
☆	<a href="#">AL 189</a>	Arts & Letters 189	115	<a href="#">Unavaila</a>

4. A box will then appear on the screen to edit the date time:

### Edit the Date and Time

**Date Restrictions**

New events that you create have the following restrictions:

- At least 2 days from today

Start Date

Start Time

End Time

Cancel Done

	<a href="#">All Locations</a>			
		Max Capa	24	
			115	
	Arts & Letters 242		38	
	Arts & Letters 338		49	

Once you have entered the desired date and time click on “Done.”

5. You will now be able to view the available options for your chosen date and time. Once you find a room that you are interested in requesting you can click on the blue “Request It” button to the far right:

Location Name	Formal Name	Max Capacity	Actions
☆ <a href="#">AH 204</a>	Arts & Humanities 204	24	<a href="#">Request It</a>
☆ <a href="#">AL 189</a>	Arts & Letters 189	115	Unavailable
☆ <a href="#">AL 242</a>	Arts & Letters 242	38	Unavailable
☆ <a href="#">AL 338</a>	Arts & Letters 338	49	<a href="#">Request It</a>
☆ <a href="#">AL 342</a>	Arts & Letters 342	40	Unavailable

This will open the Event Wizard and allow you to start the process of creating the event request.

### **Creating an Event Request**

1. The Event Wizard can be reached one of two ways. Either by following the above process or by clicking on “Create an Event” from the homepage. It is recommended to follow the above process so that you can first check for an available space, before creating the request.
2. Once you open the Event Wizard you will be prompted to provide the following information:
  - Event Name
  - Event Type
  - Primary Organization
  - Expected Head Count
3. You will then be prompted to provide the event date and time. If the request is for a single occurrence, you can move onto the next field. However, if the event is going to have more than one occurrence, you can select the repeat pattern by clicking on “Does Not Repeat”

**Does Not Repeat** ▼

Occurrence List		
Date	Comments	Status
Sat Jan 25 2020	<input type="text"/>	Active ▼

From here you can select one of the repeating patterns such as “Weekly Repeats.” Then select either the end date or the total number of iterations along with which days of the week the event will repeat on.

**Weekly Repeats** ▼

Repeats every  ▼

Repeats on    Mon    Tue    Wed    Thu  
                   Fri    Sat    Sun

---

**Repeats through**

**Ends after**

Occurrence List		
Date	Comments	Status
Sat Jan 25 2020	<input type="text"/>	Active ▼
Mon Jan 27 2020	<input type="text"/>	Active ▼
Wed Jan 29 2020	<input type="text"/>	Active ▼
Fri Jan 31 2020	<input type="text"/>	Active ▼
Sat Feb 01 2020	<input type="text"/>	Active ▼
Mon Feb 03 2020	<input type="text"/>	Active ▼

\*In this example the event begins on Saturday, January 25<sup>th</sup> and repeats every Saturday, Monday, Wednesday, and Friday, through May 1<sup>st</sup>.

4. Next you will be able to select the specific location that you are requesting. Please note: If you started with clicking “Request It” for a specific space the room number will already appear. If you would like to select an additional space, you can do so via the “Search for Locations” field.

### Instructions

Select the Location(s) for your event from the list of favorite locations or search by location name. Multiple Locations can be requested.

**Note:** If the search does not return the expected result, try limiting the search term to a key word in the location name such as the building name.

HIDE ▲

AL 242 ☆ ▼ ✓

Arts & Letters 242  
Max Capacity: 38

Occurrences: All ✓ No Conflicts

Search for Locations ▼

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Simply enter the additional room number and click on it to add to the request:

HIDE ▲

AL 242 ☆ ▾ ✓  
Arts & Letters 242  
Max Capacity: 38

Occurrences: All ✓ No Conflicts

AL 338 ☆ ▾ ✓  
Arts & Letters 338  
Max Capacity: 49

Occurrences: All ✓ No Conflicts

Search for Locations ▲

AL 189 🔍

AL 189  
Arts & Letters 189  
Max Capacity: 115

**Attached files**

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5. When finished click on "Save" at the bottom of the page to submit the request for review and approval:

