

25Live Tutorial

How to Access 25Live

- Myslu.slu.edu
- Tools tab
- “Room/Event Request



25 Live logo

Home Page

 25Live Pro Event Wizard Tasks Kathleen Mazanec More

Recently Viewed Help

Quick Search

-
-
-
-

Your Starred Event Searches

- [100 Day Search](#)
- [BSC Breakout Rooms and Tabling](#)
- [Katie Report](#)

Your Starred Location Searches

- [\[Copy\] Housekeeping Report](#)
- [BSC Breakout Rooms](#)
- [Cook Hall Atrium](#)
- [EP 317](#)

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](#)

Your Upcoming Events

- [8 Events](#) in which you are the **Requestor**
- [84 Events](#) in which you are the **Scheduler**

Your Event Drafts

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

Tasks

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

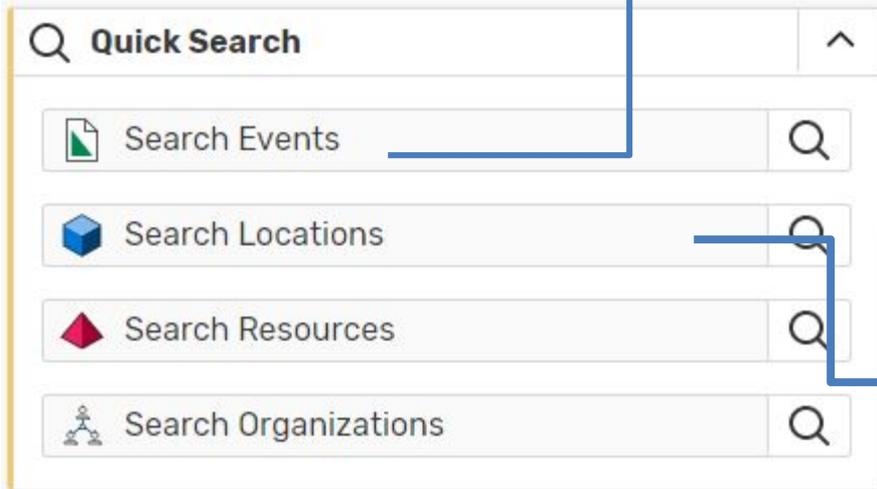
You do not have any Starred Resources!

Throughout this site you can mark any Resource as "Starred" by clicking its  icon.

 [Customize Dashboard](#)

Quick Search

Helpful if you are trying to find an event and have an event name or reference number



Helpful if you need a location for your event
OR
If you are trying to find an event have a date and location,

“Search Resources” and “Search Organizations” are useful in limited circumstances
If you need assistance, please reach out to Event Services

Location Search

- This is the screen that appears after using the “Search Locations” option on the Home Page

25Live Pro | Event Wizard | Tasks | Kathleen Mazanec | More

Recently Viewed | Help

Select Object: **Locations** | Saved Searches (optional)

Quick Search Advanced

Search has not been saved

List | Calendar | Availability | Choose Columns |

	Name	Formal Name	Categories	Features	Layouts	Max Capacity
☆	BSC - INFORMATION DESK	Busch Student Center - Information Desk	Event Services Scheduling, Non - Academic			
☆	BSC 14 NORTH CIRCLE	BSC 14 NORTH CIRCLE (John Connelly Mall/North Circle Adjacent to Dolphin Pond)	Event Services Scheduling, Non - Academic, Outdoor Venue		Custom Set	50
☆	BSC 15 AMPHITHEATER	BSC 15 AMPHITHEATER (Busch Student Center Amphitheater)	Event Services Scheduling, Non - Academic, Outdoor Venue		Custom Set	1000
☆	BSC 170	Busch Student Center Room 170 Ballroom (shared line in hall)	DPS Lock/Unlock, Event Services Scheduling, Non	Stage Lighting (BSC Wool Ballroom Only), Projection	Round/Square Tables, Custom Set, Theater style	400

Location Search – View Bar



- This small menu helps to navigate how you want to see room availability
- List: shows a list of all the spaces in the building you searched, or all of the sections of a room you searched
- Calendar: shows a week calendar that has events listed out each date they occur
- Availability: shows when a room is available, you will see event times and set-up/take-down times
 - We always recommend checking this out before deciding on an event date as some events are set up the night before (this will not appear on the calendar view)

Calendar View

Quick Search Advanced

BSC

Hint! Type :: to use SeriesOL

Search has not been saved

More Options ▾

Reset | Save As

Search

You can change the viewing dates here

List **Calendar** Availability

Related Locations

← Mon Jul 08 2019 - Sun Jul 14 2019 →

3-Day

Week

Month



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
July 7	8	9	10	11	12	13
6:00 am - 11:00 pm HOLIDAYS • (Private) (Private) • AHP MULTIPURPOSE RM • BHM BOILEAU CHAPEL (more locations)	8:00 am - 6:00 pm EP SLU 101 2019 SLU 2019 GHOSTED • (Private) (Private) • BSC 170 • BSC 171 (more locations)	8:00 am - 6:00 pm EP SLU 101 2019 SLU 2019 GHOSTED • (Private) (Private) • BSC 170 • BSC 171 (more locations)	3:00 pm - 5:00 pm KM 2019 NA Conference • BSC 251 • BSC 251A • BSC 251B (more locations)	12:00 pm - 11:30 pm TG: Summer Preview Day 2019 51, 54, 56, Breakout Set Up • BSC 251 • BSC 251A • BSC 251B (more locations)	7:00 am - 11:00 pm TG: Summer Preview Day 2019 Friday • BSC 170 • BSC 171 • BSC 172 (more locations)	7:00 am - 3:00 pm TG: Summer Preview Day 2019 Saturday • BSC 170 • BSC 171 • BSC 172 (more locations)

You can change the number of days you are viewing here

Availability View

The screenshot shows an availability view for a building search. The interface includes tabs for 'List', 'Calendar', and 'Availability', with 'Availability' selected. The date is 'Thu Apr 30 2020' and the view is 'Overlapping'. The calendar grid shows days 7 through 11. Rooms listed on the left include BSC - INFORMATION DESK, BSC 14 NORTH CIRCLE, BSC 15 AMPHITHEATER, BSC 170, BSC 171, BSC 172, BSC 173, BSC 251, BSC 251A, BSC 251B, BSC 253, BSC 253A, BSC 253B, BSC 253C, BSC 253D, BSC 254, BSC 256, BSC 2ND FLOOR BACK HALLWAY, BSC 2ND FLOOR EXHIBIT HALL, BSC 315, BSC 317, and BSC 351. Events for 'DDG Scholarship Dinner 2020' are shown in green blocks across days 12, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, and 11. Light green blocks indicate setup and take-down times, while dark green blocks indicate the actual event duration. Two blue arrows point from text boxes to these blocks.

Light green on either end of an event are set-up and take-down scheduling, you cannot host your event during these times

Dark green is the actual event duration. The event title is listed in this section

The white/gray spaces show when there is nothing scheduled for a space
If you search for a specific room, only that room will appear in the list
(this picture is a BSC building search)

25Live Tool Bar

The Tool Bar is located in the top right corner of the page



↑
Click to view Home Screen

↑
Click to create an event

Creating an Event – Step 1

Add New [Example Event](#) ×

- Event Name
- Event Title for Published Calendars
- Event Type
- Sponsoring Organization for this Event
- Additional Organizations
- Expected Attendance
- Detailed Event Description
- Event Date and Time
- Locations
- Resources
- Attached Files

This reservation wizard is designed to collect the information needed to schedule an event. Please be as detailed as possible when submitting this information.

*** All requests are subject to approval ***

Event Name - Required ⓘ

Event Title for Published Calendars - Required ⓘ

Event Type - Required ⓘ

 ▼

Sponsoring Organization for this Event - Required ⓘ

EVENT SERVICES ☆ ▼ Remove

Additional Organizations ⓘ

Cancel Preview **Save**

These buttons will be static for the entire process. The “Save” button will submit your event, ***it will not save as a draft.***

Creating an Event – Step 2

This bar will allow you to jump to specific points in the reservation process, you can use this instead of scrolling up and down

The screenshot displays the 'Step 2' of creating an event. On the left is a vertical sidebar with the following navigation links: Event Name, Event Title for Published Calendars, Event Type, Sponsoring Organization for this Event, Additional Organizations, Expected Attendance, Detailed Event Description, Event Date and Time, Locations, Resources, and Attached Files. The main content area is titled 'EVENT SERVICES' with a star icon and a 'Remove' button. Below this is the 'Additional Organizations' section, which includes an 'EDIT' button and a 'Create Organization' link. The 'Expected Attendance' section is marked as 'Required' and contains a text input field with the value '20'. Below that is the 'Detailed Event Description' section, also marked as 'Required', which features a rich text editor with a menu (File, Insert, View, Format, Tools) and a toolbar (undo, redo, bold, italic, underline, link, font family, font size). The text in the editor reads: 'Event details here, can be as simple as you would like it. Not required.' The 'Event Date and Time' section is marked as 'Required' and has a date input field showing 'Tue Nov 19 2019'. At the bottom right of the form are three buttons: 'Cancel', 'Preview', and 'Save'.

If you have a range (15-20) we recommend entering the highest number so we can make sure your space is large enough

Creating an Event – Step 3

Event Date and Time - Required ⓘ

Tue Nov 19 2019

2:00 pm

To:

3:00 pm

This event begins and ends on the same day

Event Duration:
1 Hour

We will add time for our set-up crew to set up for your event

Only uncheck this box if you are hosting an over night event. (i.e. Relay for Life) **DO NOT USE THIS FEATURE IF YOUR EVENT IS MULTIPLE DAYS**

Only use the Pre-Event and Post-Event options to let us know if you need time to put out decorations or materials

Additional time

Setup Time
0 Days 0 Hours 0 Minutes

Pre-Event Time
0 Days 0 Hours 0 Minutes

Post-Event Time
0 Days 0 Hours 0 Minutes

Takedown Time
0 Days 0 Hours 0 Minutes

Reservation Start: **Tue Nov 19 2019 2:00 pm**
Reservation End: **Tue Nov 19 2019 3:00 pm**

Reservation Duration:
1 Hour

Cancel Preview Save

Creating an Event – Step 4

Click on the calendar below to add dates to your event or click the button below to select a date pattern for your event.

Repeating Pattern

Calendar for November 2019:

M	T	W	T	F	S	S
28	29	30	31	01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	01
02	03	04	05	06	07	08

View All Occurrences

Click on the calendar below to add dates to your event or click the button below to select a

Pattern Picker

How does this event repeat? Does Not Repeat

Cancel Select Pattern

This tutorial will continue with a non-repeating event, for steps on a repeating event, see file titled “25Live-How to Schedule Repeating Event”

Creating an Event – Step 5

- This is the step where you will choose your location.
- Always use the “Search Location”
- Make sure the “Enforce head count” Button is unchecked.
- This symbol shows a conflict with an already scheduled event

Locations - Required ⓘ

Locations Search

Auto-Load Starred: No Yes

Hide Locations with Conflicts Enforce Headcount

Saved Searches (optional)

Hint! Type :: to use SeriesQL.

Add	Name	Title	Capacity	Availability	Conflict Details
<input type="button" value="Request"/>	CKH 234	Cook Hall Room 234	28	1/1	None
Unavailable	CKH 236	Cook Hall Room 236	64	0/1	Conflict Details
Unavailable	CKH 240	Cook Hall Room 240	68	0/1	Conflict Details

Creating an Event – Step 5.1

- To fix a conflict you can
 - Find a new date/time
 - Find a new location
- In the column “Conflict Details” it will say “none” if the space is free during that date and time (1)
- A selected location will appear below the search. (2)
 - You select a location by clicking request then it will change to say “Added below” (3)
- If you want to remove a location from your reservation, click the “remove” in red font (4) in the box with the selected location (2)
- *Image on next slide*

Saved Searches (optional) ▼

Cook hall 234 ×

ⓘ Hint! Type :: to use SeriesQL.

More Options ▼

Reset

Search

3

Request

CKH 234

Add	Name	Title	Capacity	Availability	Conflict Details
Added below	CKH 234	Cook Hall Room 234	28	1/1	None

1

1 Matching Locations

Page 1 of 1

First

Previous

1



Next

Last

Items per page

25



CKH 234

Add to favorites

Location Title: Cook Hall Room 234

Capacity: 28

Remove

View Occurrences

Cancel

Preview

Save

2

4

Creating an Event – Step 6

- Files are only required for student groups
- You can attach any previous layouts here if you would like to reuse them
- Your name should appear in both slots
- If you are submitting an event for someone else, please list their name in the “Requestor” Section

Attached Files ⓘ

No file chosen

Contact Roles for this Event ⓘ

Requestor Scheduler

Eleeson, Caroline ☆ ▾ Eleeson, Caroline ☆ ▾

Confirmation Notes for Client ⓘ

Creating an Event – Step 7

- This section is optional. You can leave a note in the “Event Service’s Notes” box for your event planner.
- Notes should include information that is relevant to the event but does not belong in the description.

Confirmation Notes for Client

Event Service's Notes

Creating an Event – Step 8

- Please make sure your request always says “Tentative”
 - You selecting “Confirmed” does not mean that your event is actually confirmed. Your event is only confirmed once you have heard from our office.

