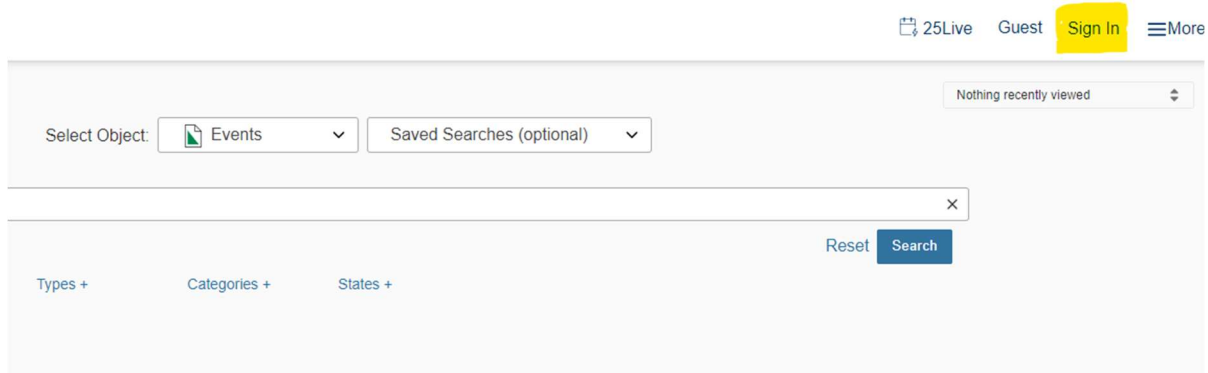


25Live User Guide

Logging into 25Live

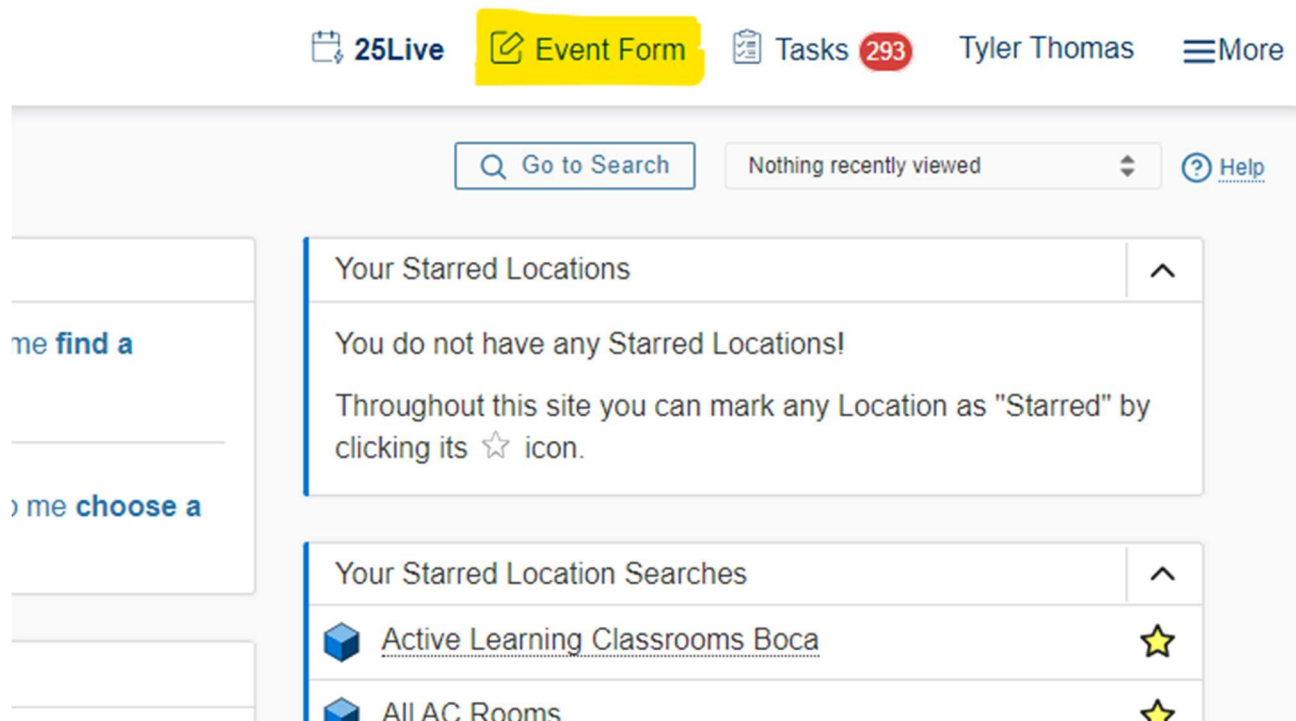
1. Access the 25Live login page by selecting the “Click Here to Begin Using 25Live” link at the bottom of the page.
2. Next, click on “Sign In” in the upper right-hand corner:



3. You will then be directed to login with your FAUNET ID and password. Once fully logged in, you will be able to submit an event reservation request.

Submitting an event request

1. To begin your request, click on “Event Form” in the upper right-hand corner:



2. Start by filling out all required fields: Event Name, Event Type, Primary Organization, and Expected Headcount.
3. Next you will enter the desired date and time of your event. If the event repeats, please click on “Repeating Pattern” and make a selection from the drop-down menu.

Please note that this form should not be used for events that start in less than 2 business days

Date and Time - Required ⓘ

Mon Oct 07 2024

1:00 pm

To:

2:30 pm

Duration:
1 Hour, 30 Minutes

Additional time ▼

Click on the calendar below to add dates or click the **Repeating Pattern** button to select a date pattern.

Repeating Pattern

<< < August 2024 > >>

M	T	W	T	F	S	S
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

For example, if the event will repeat every week on that same day, select “weekly” from the drop-down menu and then select the last date of the event. When done, click on “Select Pattern.”

Pattern Picker

Choose how you would like this to repeat

Weekly

Repeats every

week

Repeats on

☐ Sun ☒ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat

☒ Repeats through

Mon Nov 25 2024

☐ Ends after

1

iterations

Cancel

Select Pattern

Repeating Pattern

If there are any dates from the repeating pattern that need to be excluded, such as university holidays, click on “Manage Occurrences.” And select “Remove” for those dates. When done, click on “Close”:

All Date Occurrences

You may select which occurrences to be included in your availability checks and searches. Adding an item in search will only add it for the occurrences selected below.

Include Only Missing Locations

Include Only Missing Resources

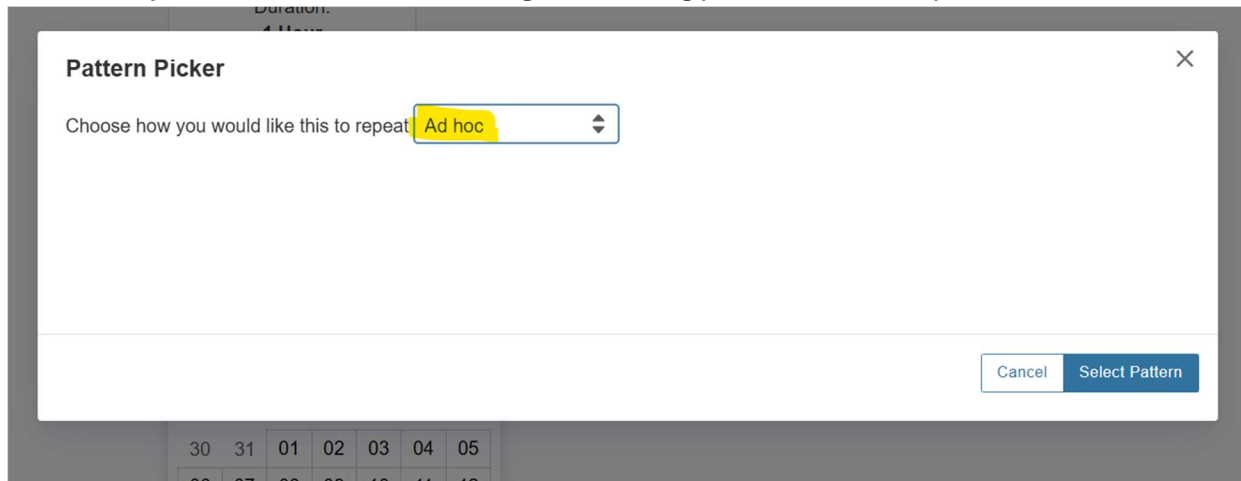
View Included

+ Add Occurrence

Include In Search	Dates	Times	Comment	State	Remove
<input checked="" type="checkbox"/>	Mon Oct 07 2024	<div>1:00 pm</div> <div>2:30 pm</div>		Active	Remove
<input checked="" type="checkbox"/>	Mon Oct 14 2024	<div>1:00 pm</div> <div>2:30 pm</div>		Active	Remove
<input checked="" type="checkbox"/>	Mon Oct 21 2024	<div>1:00 pm</div> <div>2:30 pm</div>		Active	Remove
<input checked="" type="checkbox"/>	Mon Oct 28 2024	<div>1:00 pm</div> <div>2:30 pm</div>		Active	Remove
<input checked="" type="checkbox"/>	Mon Nov 04 2024	<div>1:00 pm</div> <div>2:30 pm</div>		Active	Remove
<input checked="" type="checkbox"/>	Mon Nov 11 2024	<div>1:00 pm</div> <div>2:30 pm</div>		Active	Remove
<input checked="" type="checkbox"/>	Mon Nov 18 2024	<div>1:00 pm</div> <div>2:30 pm</div>		Active	Remove
<input checked="" type="checkbox"/>	Mon Nov 25 2024	<div>1:00 pm</div> <div>2:30 pm</div>		Active	Remove

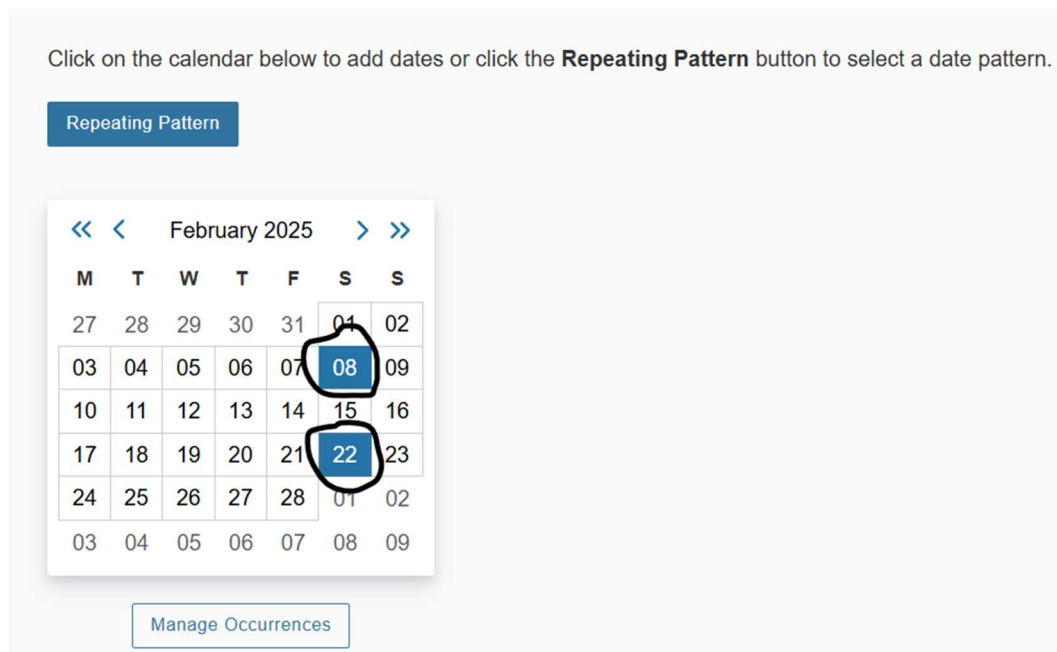
Close

Alternatively, if the event will have an irregular meeting pattern “Ad hoc” option can be selected.



The image shows a 'Pattern Picker' dialog box. At the top, it says 'Choose how you would like this to repeat:'. Below this is a dropdown menu with 'Ad hoc' selected. At the bottom right, there are two buttons: 'Cancel' and 'Select Pattern'.

Once the “Ad hoc” repeating pattern has been selected, the needed meeting dates can be selected from the calendar.



The image shows a calendar interface for February 2025. Above the calendar, it says 'Click on the calendar below to add dates or click the **Repeating Pattern** button to select a date pattern.' Below this is a blue button labeled 'Repeating Pattern'. The calendar itself shows dates from 27 to 09. The dates 08 and 22 are circled in blue. Below the calendar is a button labeled 'Manage Occurrences'.

To confirm that the selected dates have been added to the reservation, click on “Manage Occurrences.”

Once the dates and times are set you can move on to searching for an available location.

4. In the “Location Search” box you have two options. Either select a saved search or enter the specific location that you are interested in using.

Locations Search

Auto-Load Starred:

No☐

Yes☒

☐ Hide Conflicts

☐ Enforce Headcount

Search Filters ▾

Saved Searches (optional) ▾

Q Saved Searches (optional)

All Boca Classrooms ☆

All Videoconferencing Rooms ☆

Boca Class Labs - Engineering ☆

Boca Class Labs: 100+ Capacity ☆

Search Locations

Hint! Type :: to use SeriesQL.

Reset

Search

Select one of those searches to review availability:

Reset
Search

Add	Name	Title	Default Capacity	Availability	Conflict Details	Building
Reserve Available	BU 105	College of Business, Phil Smith Hall 105	32	6/7	Conflict Details	College Of Business, Phil Smith Hall
Unavailable	BU 109	College of Business, Phil Smith Hall 109	80	0/7	Conflict Details	College Of Business, Phil Smith Hall
Reserve	BU 112	College of Business, Phil Smith Hall 112	23	7/7	None	College Of Business, Phil Smith Hall
Reserve	BU 120	College of Business, Phil Smith Hall 120	288	7/7	None	College Of Business, Phil Smith Hall
Unavailable	BU 207	College of Business, Phil Smith Hall 207- Tiered	40	0/7	Conflict Details	College Of Business, Phil Smith Hall

Alternatively, if you know the specific room you would like to reserve you can enter that in the “Search Locations” field and then click “Search” to check for availability:

Locations Search

Auto-Load Starred: ☒ No ☐ Yes

☐ Hide Conflicts ☐ Enforce Headcount

Search Filters ▾

Saved Searches (optional) ▾

BU 120

×

Hint! Type **SQL** to use SeriesQL.

Reset

Search

Add	Name	Title	Default Capacity	Availability	Conflict Details	Building
<div>Reserve</div>	BU 120	College of Business, Phil Smith Hall 120	288	7/7	None	College Of Business, Phil Smith Hall

Return to Top

Please Note You may need to adjust your meeting days/times if no rooms are available.

- Once you have found an available location, click on the green “Reserve” button to move forward with making the request. You will see the location added to your reservation request. When done, click on “Save” to submit your request for review.”

BU 120 College of Business, Phil Smith Hall 120 Capacity: 288

Remove

View Occurrences

Attached Files ⓘ

Upload a file

Comments ⓘ

After Saving This Event...

☒ Go To Event Details

☐ Create Another Related Event

☐ Create A Related Copy of This Event

☐ Continue Editing Event

☐ Create Another Event

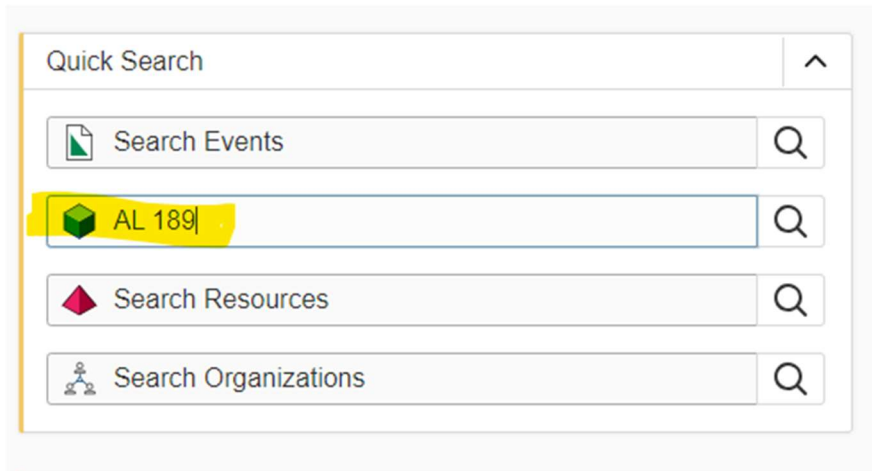
Cancel

Preview

Save

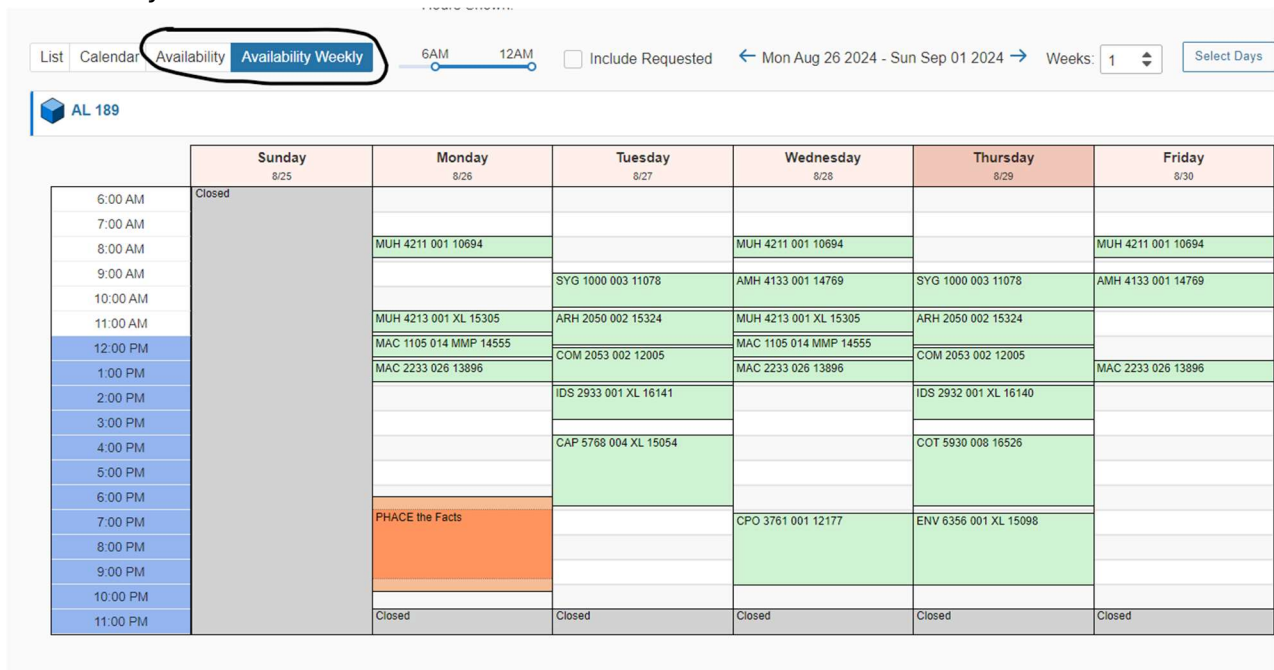
Checking the availability of a specific location

1. Click on “25Live” in the upper right-hand corner to be taken to the 25Live homepage if not already there.
2. In the “Search Locations” field enter the room number you are interested in checking. Using the two-character building code, a space, followed by the room number. For example:



The screenshot shows a 'Quick Search' dropdown menu with four search options: 'Search Events', 'Search Locations' (highlighted with a yellow background), 'Search Resources', and 'Search Organizations'. The 'Search Locations' field contains the text 'AL 189'.

Click “Enter” or the search icon. From this page, you can select “Availability” or “Availability Weekly” to see when the room is available:



The screenshot shows the 'Availability Weekly' view for room AL 189. The interface includes tabs for 'List', 'Calendar', 'Availability', and 'Availability Weekly' (which is selected). A time range of 6AM to 12AM is set, and the date range is from Monday, August 26, 2024, to Sunday, September 1, 2024. The table below shows the availability for each day of the week.

	Sunday 8/25	Monday 8/26	Tuesday 8/27	Wednesday 8/28	Thursday 8/29	Friday 8/30
6:00 AM	Closed					
7:00 AM						
8:00 AM		MUH 4211 001 10694		MUH 4211 001 10694		MUH 4211 001 10694
9:00 AM			SYG 1000 003 11078	AMH 4133 001 14769	SYG 1000 003 11078	AMH 4133 001 14769
10:00 AM		MUH 4213 001 XL 15305	ARH 2050 002 15324	MUH 4213 001 XL 15305	ARH 2050 002 15324	
11:00 AM		MAC 1105 014 MMP 14555	COM 2053 002 12005	MAC 1105 014 MMP 14555	COM 2053 002 12005	
12:00 PM		MAC 2233 026 13896		MAC 2233 026 13896		MAC 2233 026 13896
1:00 PM			IDS 2933 001 XL 16141		IDS 2932 001 XL 16140	
2:00 PM						
3:00 PM			CAP 5768 004 XL 15054		COT 5930 008 16526	
4:00 PM						
5:00 PM						
6:00 PM		PHACE the Facts		CPO 3761 001 12177	ENV 6356 001 XL 15098	
7:00 PM						
8:00 PM						
9:00 PM						
10:00 PM						
11:00 PM		Closed	Closed	Closed	Closed	Closed

If you see an available day/time you would like to request, simply hover over it with the cursor until a pencil icon appears. Clicking on the pencil icon will redirect you to the “Event Form” so that you may complete your request.