



25LIVE QUICK GUIDE

Mozilla Firefox and Google Chrome are the recommended browsers for accessing 25Live.

Additional information about 25Live can be found at: scheduling.gmu.edu

SIGNING IN TO 25LIVE

1. Access 25Live at: **25live.gmu.edu**
2. Click **Sign Into 25Live** (located at the top right hand corner of the page)

New Users must submit a 25Live User Request Form located at scheduling.gmu.edu/newuser.

PERFORMING A QUICK SEARCH

- Locate the **Quick Search** field on the Home tab.
- Enter any part of the Event name (i.e. Blood Drive) or Location name (i.e. Enterprise Hall) into the appropriate box.
- After locating the desired event or location, the search results can be expanded by clicking on the name of the event or location.

CUSTOMIZING 25LIVE - STARRED ITEMS

Selecting Starred items will allow users to speed up the scheduling process for users who request the same items often for events.

Users can designate any event, location, or resource as a Starred Item by clicking on the hollow star icon to the left of the name column in list view. When clicked, the icon will turn yellow and be saved as a starred item.



CHECKING LOCATION AVAILABILITY

- Click the **Locations** tab.
- Search by keyword under the **Search For Locations** tab.
- To search by a set of criteria, click on **Your Location Searches** and select a search under Search Groupings.
Example: Under **Categories**, select a specific category such as the desired building from the list. (i.e. FX – Johnson Center) to view all the locations in that building.
- Once a set of locations are displayed, click on the Availability Tab.
- Click on the date link above the grid to choose your desired date.

REQUESTING AN EVENT

Detailed instructions on how to request an event can be found at <http://scheduling.gmu.edu/wp-content/uploads/2014/12/Requesting-Events-in-25Live-v24.pdf>.

CHECKING THE STATUS OF AN EVENT

- After logging in, a “Your Events” box will appear in the middle of the screen.
- Click either **Events in which you are the Requestor** or **Events in which you are the Scheduler**.
- Click the desired Event Name.
- Under the Details tab, the status of the location and/or resource requests will be shown under the Event Occurrences box. -Grey shapes  indicate a pending assignment
-Colored shapes  indicate approved assignments

EDITING AN EVENT REQUEST

Once you have located the event, follow these steps:

- Click **Edit this Event** located on the right.
- Proceed through the Event Wizard and make all necessary changes.
**If the dates or times are changed, you must resubmit a request for any location or resources associated with the event.
- Save the Event.

CANCELING AN EVENT

Once you have located the event, follow these steps:

- Click on the **Event State:...** drop-down on the right side of the screen.
- Click **Cancelled**. The Event State will change to CANCELLED and any space or resource assignments will be removed.
- To exit the event click **More Actions...** and select **Close this Event**.

Note: Cancelling an event in 25Live does not automatically cancel requests for additional services made separately. Requestors should also follow up with service providers to cancel requested services for an event.