25Live Tutorial
How to Access 25Live

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

25 Live logo
Home Page
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
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

You can change the viewing dates here

You can change the number of days you are viewing here

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
</table>
| 6:00 am - 11:00 pm
HOLIDAYS

| 8:00 am - 6:00 pm

EP SLU 101 2019
SLU 2019 GHOSTED

| 8:00 am - 6:00 pm

EP SLU 101 2019
SLU 2019 GHOSTED

| 3:00 pm - 5:00 pm

KM 2019 NA Conference

| 12:00 pm - 11:30 pm

TG: Summer Preview Day 2019
51, 54, 56, Breakout Set Up

| 7:00 am - 11:00 pm

TG: Summer Preview Day 2019
Friday

| 7:00 am - 3:00 pm

TG: Summer Preview Day 2019
Saturday |
| 6:00 am - 11:00 pm
AHP MULTIPURPOSE RM
BHM BOILEAU CHAPEL
(more locations) |
| 8:00 am - 6:00 pm

SLU 2019 GHOSTED

| 8:00 am - 6:00 pm

SLU 2019 GHOSTED

| 3:00 pm - 5:00 pm

BSC 251
BSC 251A
BSC 251B
(more locations) |
| 12:00 pm - 11:30 pm

BSC 251
BSC 251A
BSC 251B
(more locations) |
| 7:00 am - 11:00 pm

BSC 170
BSC 171
BSC 172
(more locations) |
| 7:00 am - 3:00 pm

BSC 170
BSC 171
BSC 172
(more locations) |
**Availability View**

<table>
<thead>
<tr>
<th>List</th>
<th>Calendar</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- 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 create an event

Click to view Home Screen
Creating an Event – Step 1

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.

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

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

Only uncheck this box if you are hosting an overnight 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 and clean up decorations or materials.
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.

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
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
<table>
<thead>
<tr>
<th>Add</th>
<th>Name</th>
<th>Title</th>
<th>Capacity</th>
<th>Availability</th>
<th>Conflict Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>CHK 234</strong></td>
<td>Cook Hall Room 234</td>
<td>28</td>
<td>1/1</td>
<td>None</td>
</tr>
</tbody>
</table>

**CKH 234**

Location Title: Cook Hall Room 234

Capacity: 28

**Remove**  **View Occurrences**
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
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.
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.*