



What is

▶ 25Live

- ▶ 25Live is a web-based event request, scheduling, calendaring environment

What You Can Do In

25Live

- ▶ Create an event
- ▶ Find out what's happening on selected dates for locations, resources, or organizations
- ▶ Search for events, locations, resources, or organizations
- ▶ Print, save, or email a wide variety of reports for events, locations, resources, and organizations
- ▶ Publish events to online calendars created and administered via 25live Publisher



Important glossary of terms

- ▶ **Event:** Any activity being planned and tracked in 25live. The activity does not necessarily have to have a space attached to it. For example, calendar announcements. An event in 25live can only have one start and end time.
- ▶ **Event Wizard** The event creation form.
- ▶ **Head Count:** The expected number of people attending the event.
- ▶ **Organization:** The group sponsoring the event.
- ▶ **Resource:** Anything other than a location that's required for an event, such as equipment, catering, personnel, tables, chairs, audio visual equipment, etc.
- ▶ **Space:** The term used to describe a location in 25live.
- ▶ **Location:** A room or other facility (such as a pool or playing field) where events may occur.



Let's get started

Log in to 25live


▶ <https://25live.collegenet.com/abac>


Be sure to 'star' this URL on your computer
when you get back to your desk


Welcome to Abraham Baldwin Agricultural College's 25Live Production Environment!

[Dashboard](#) | [Calendar](#) | [Availability](#)

Quick Search [?](#) [☰](#)

 Search Events

 Search Locations


 Search Resources

Find Available Locations [?](#) [☰](#)

I know **WHEN** my event should take place -- help me **find a location!**

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I know **WHERE** my event should take place -- help me **choose a time!**



Your Starred Event Searches [?](#) [☰](#)

 [Health Science Building Events](#) 

Your Starred Location Searches [?](#) [☰](#)


 [Health Science Building](#) 


 [Schedule25 Assignable](#) 


Your Upcoming Events [?](#) [☰](#)

You are not associated with any upcoming events

Your Event Drafts [?](#) [☰](#)

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

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


 [Customize Dashboard](#) [?](#) [Help](#)

Recently Viewed [?](#) [☰](#)

(none)


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 [?](#) [☰](#)

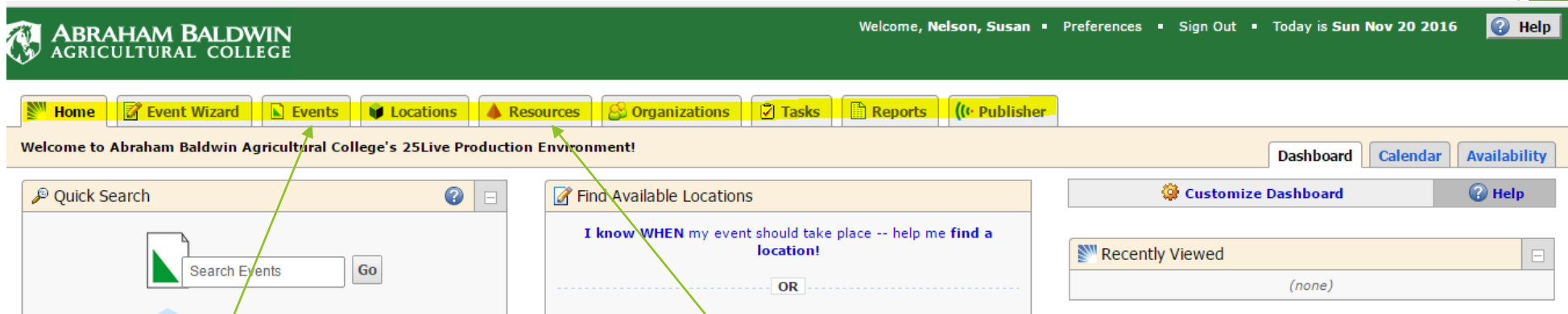
You do not have any Starred Locations!

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.



These tabs allow you access specific areas of 25live directly. Events, Locations, Resources, Organizations, Tasks, and Reports



The 25Live Home Tab

Home tab use

The 25Live Home tab provides three working views of 25Live for quick access to the information formats you need.

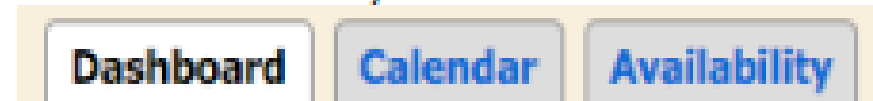
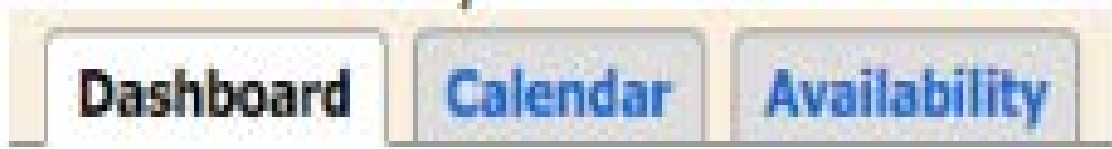


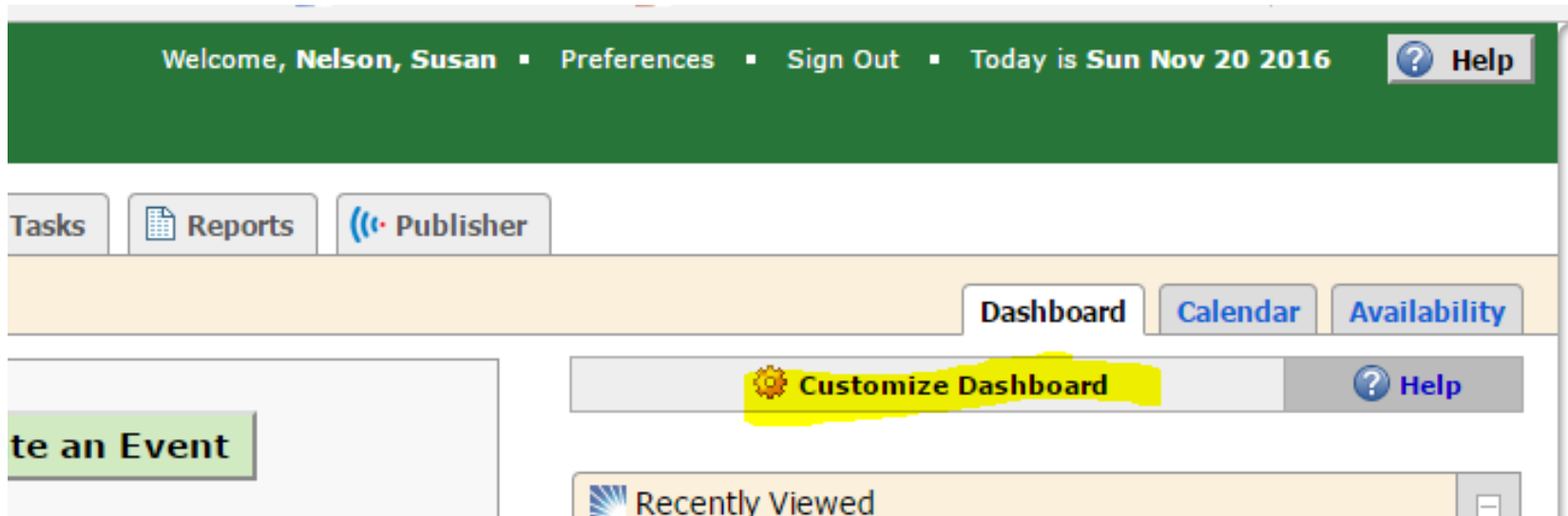
Image: You have multiple view choices available to you on the 25Live Home tab.



Dashboard is for quick access to a variety of 25live information and functionality

Calendar provides easy access to event taking place on a date(you specify)

Availability displays a daily view of locations on a single date



You can drag and drop 'boxes' to rearrange them to suit your personal needs. Click Customize Dashboard to expand the area where you can drag a box out of sight or retrieve hidden boxes; or click "reset dashboard" to restore to the default layout.

Let's create an event.

