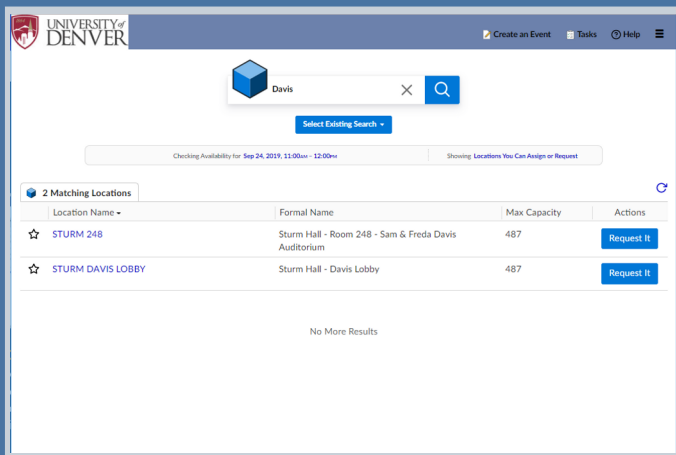
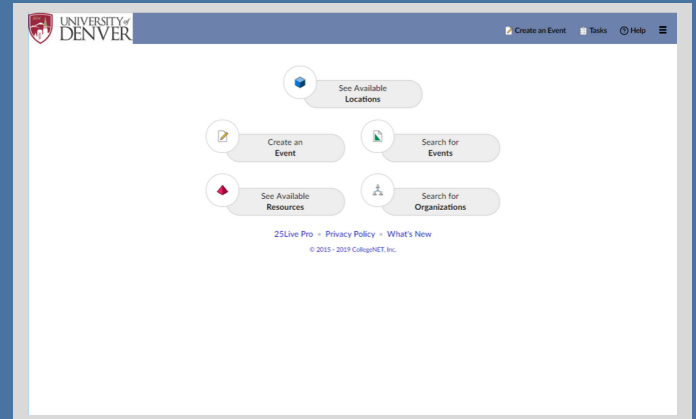


25LIVE SCHEDULING: BASIC NAVIGATION

Home

Home

Once you have logged in, the home page will appear like this



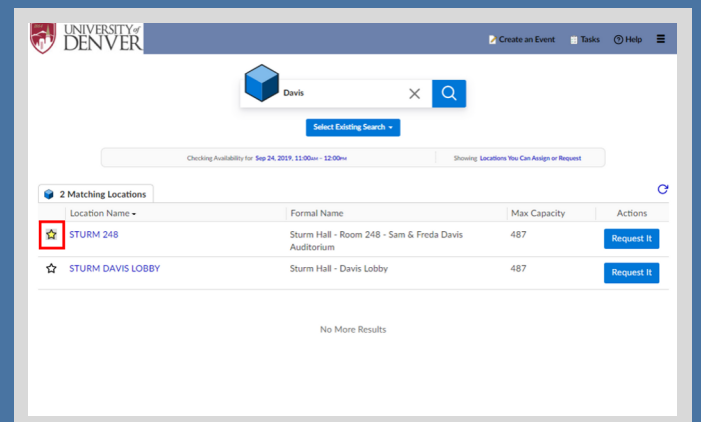
Available Locations

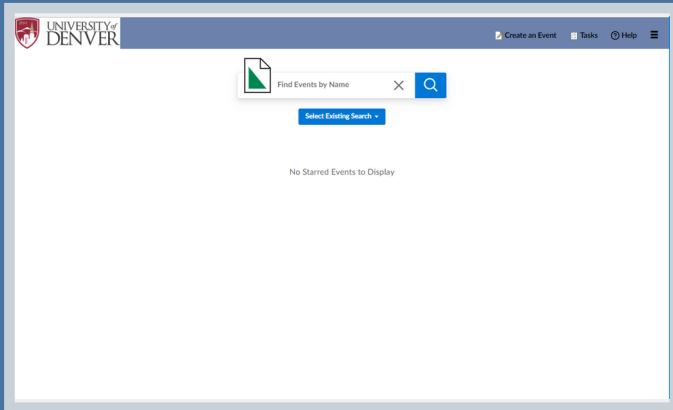
Locations

- Navigate here to find information on specific locations
- Narrow results using both Location Name and Formal Name
Example Location Name: STURM 248
Example Formal Name: Davis Auditorium
- Default Date/Time is 24 Hours from current. Click on Date/Time to adjust search parameters

Locations List

- After finding the Location you are seeking, click on the grey star
- This marks the location as a **Favorite**
- Saving Locations as favorites will eliminate your need to run this search again
- Favorite Locations will populate on the location page moving forward



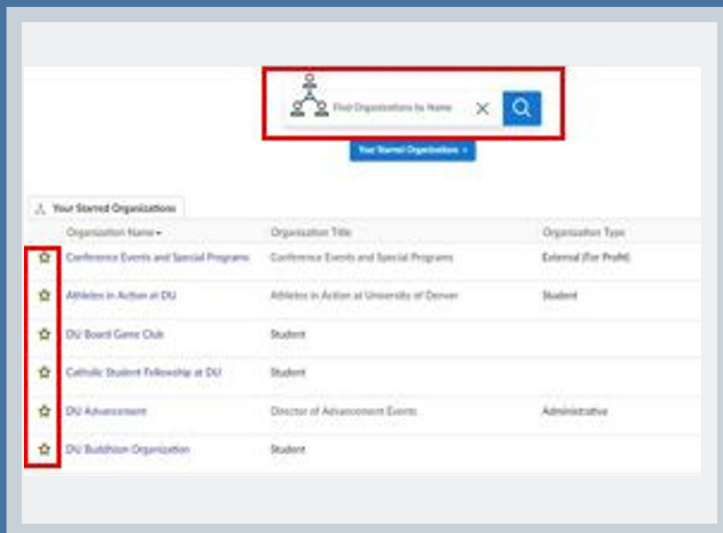
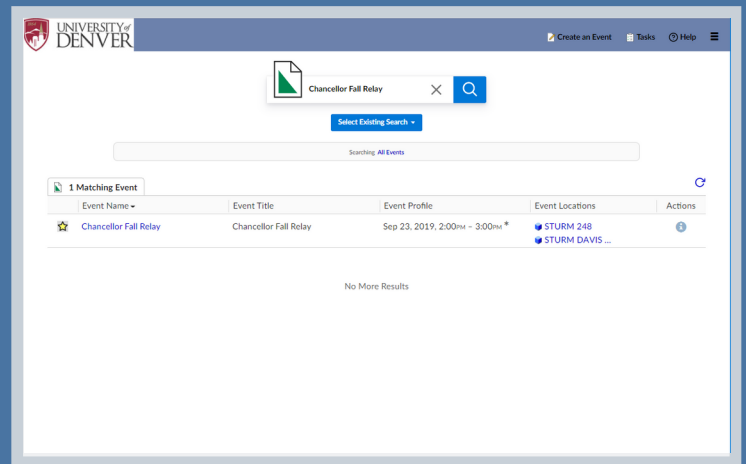


Search for Events

- Navigate here to find information on existing event reservations
- The search field enables you to narrow results using both Event Name and Event Title

Events List

- After finding the Event you are seeking, click on the grey star
- This marks the Event as a **Favorite**
- Saving Events as favorites will eliminate your need to run this search again
- Favorite Events will populate on the Event page moving forward



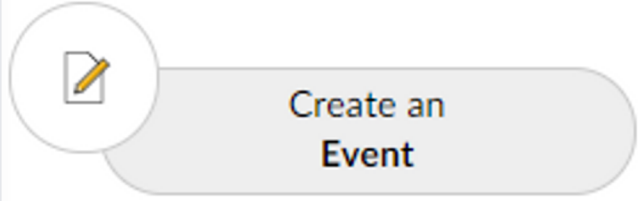
Organizations

- Navigate here to find existing Organizations using a keyword search
- After finding your Organization, mark it as a favorite
- Saving Organizations as favorites will eliminate the need to search for your Organization each time you use the Event Wizard

*If your Organization is not found, try widening your search by using just one word

Create an Event Create an Event

- Navigate here to open the Event Wizard
- The Event Wizard is the tool used to place a request for a specific location on a specific date (or series of dates) and time



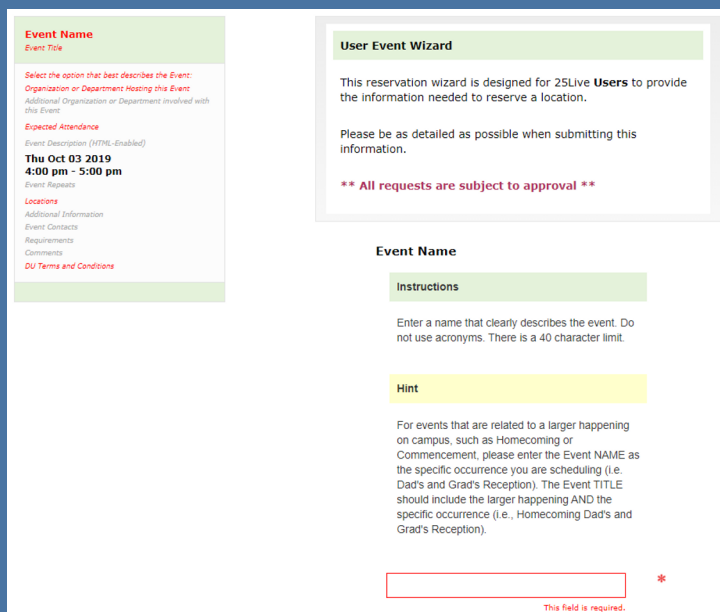
Create an Event

User Event Wizard

This reservation wizard is designed for 25Live **Users** to provide the information needed to reserve a location.

Please be as detailed as possible when submitting this information.

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



Event Name

Event Title

Select the option that best describes the Event:
Organization or Department Hosting this Event
Additional Organization or Department involved with this Event

Expected Attendance

Event Description (4796-Enabled)
Thu Oct 03 2019
4:00 pm - 5:00 pm

Event Repeats

Locations

Additional Information
Event Contacts
Requirements
Comments
[DU Terms and Conditions](#)

User Event Wizard

This reservation wizard is designed for 25Live **Users** to provide the information needed to reserve a location.

Please be as detailed as possible when submitting this information.

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

Event Name

Instructions

Enter a name that clearly describes the event. Do not use acronyms. There is a 40 character limit.

Hint

For events that are related to a larger happening on campus, such as Homecoming or Commencement, please enter the Event NAME as the specific occurrence you are scheduling (i.e. Dad's and Grad's Reception). The Event TITLE should include the larger happening AND the specific occurrence (i.e., Homecoming Dad's and Grad's Reception).

*

This field is required.

Event Wizard

- Fill in all required fields to advance to the next
- Instructions and Hints will appear on top of each field to explaining how each field should be used
- Event details will appear in the left column as the required fields are filled in

See the [25Live Scheduling: Create an Event User Guide](#) for additional Event Wizard details