25LIVE USER CHEAT SHEET
A Quick Reference for Using the Basic Features of 25Live

**EVENT CREATION & EDITING TAB**

1. Click on the Event Creation and Editing Tab on the upper left-hand side of the home page.
2. Enter the name of your event.
3. Click on the appropriate event type.
4. Use the Organization Index to find the name of your department and click on it.
5. Enter the number of guests you are expecting.
6. Type the date, start time, and end time of your event in the appropriate boxes. You can click on the icon next to the “Start Date” field to see these dates on a calendar.
7. If your event repeats, use the drop down menu to select “Repeats Ad Hoc” and click on all additional event dates.
8. Search for a location by building name or building code and room number (if you know it).
9. Click on the room you would like to reserve.
10. Enter your setup information.
11. Click the “Finish” button on the bottom-right side of the screen. If you have forgotten to fill out any mandatory fields, you will remain on the same page.
12. Once you are forwarded to the Event Summary page, click the “Close” button on the bottom of the page.

_Your request will now be forwarded to our department for processing._

**SPEEDBOOK**

Click the green “Create an Event” button in the SpeedBook menu (in the center of the home page).

**If you know when your event is taking place…**

1. Click on the first link and enter the date, time, and head count for your event.
2. Choose a Location Search and click “Show me what’s available!”
3. If no desired location shows up, you can choose to search for a larger space by clicking the link at the bottom of the menu. You can also adjust your event time/date.
4. Click “use this location.” You will be forwarded to the Event Creation and Editing tab.

**If you know where you would like your event to take place…**

1. Click on the second link, enter the room or building name (the more specific the better), and click “Go.”
2. Select your location from the drop-down menu that appears and click “Show me this location’s availability.”
3. You will be forwarded to the Availability Calendar.
4. Click anywhere on the calendar to be forwarded to the Event Creation and Editing Tab.

**QUICK SEARCH**

Enter either an event name or a location name into the appropriate field in the menus on the left-hand side of the home page. **If you are searching for an event**, you will be forwarded to a list of confirmed or tentative events with titles that match your keyword. Click on an event name to view more details. **If you are searching for a location**, you will be forwarded to a list of rooms that fit your search criteria. You can click on a room name to view its availability in the Availability Calendar.

**EVENT DRAFTS**

If you have requested events that are pending approval, there will be a link to a list of those requests under the Event Drafts menu (located in the center of the home page). Click on the “Event Drafts in which you are the Requestor” link to view this list. From this page, you can view a list of all your reservations (drafts, tentative, confirmed, and canceled) by clicking the “Edit Options” link on the top right-hand side of the page and highlighting the “Events You Have Requested” field. All of your events will automatically load at the bottom of the page.

**STARRING**

If there are locations or events that you view or use often, you can "star" them and they will show up on your home page (in the menus on the right-hand side) and within the Event Creation and Editing Tab. Any time you run a location or event search, gray stars will appear to the left of the “name” column. If you click these stars, they will become gold and the location/event will be added to your starred list.