25Live Tutorial

How to Access 25Live

Myslu.slu.edu
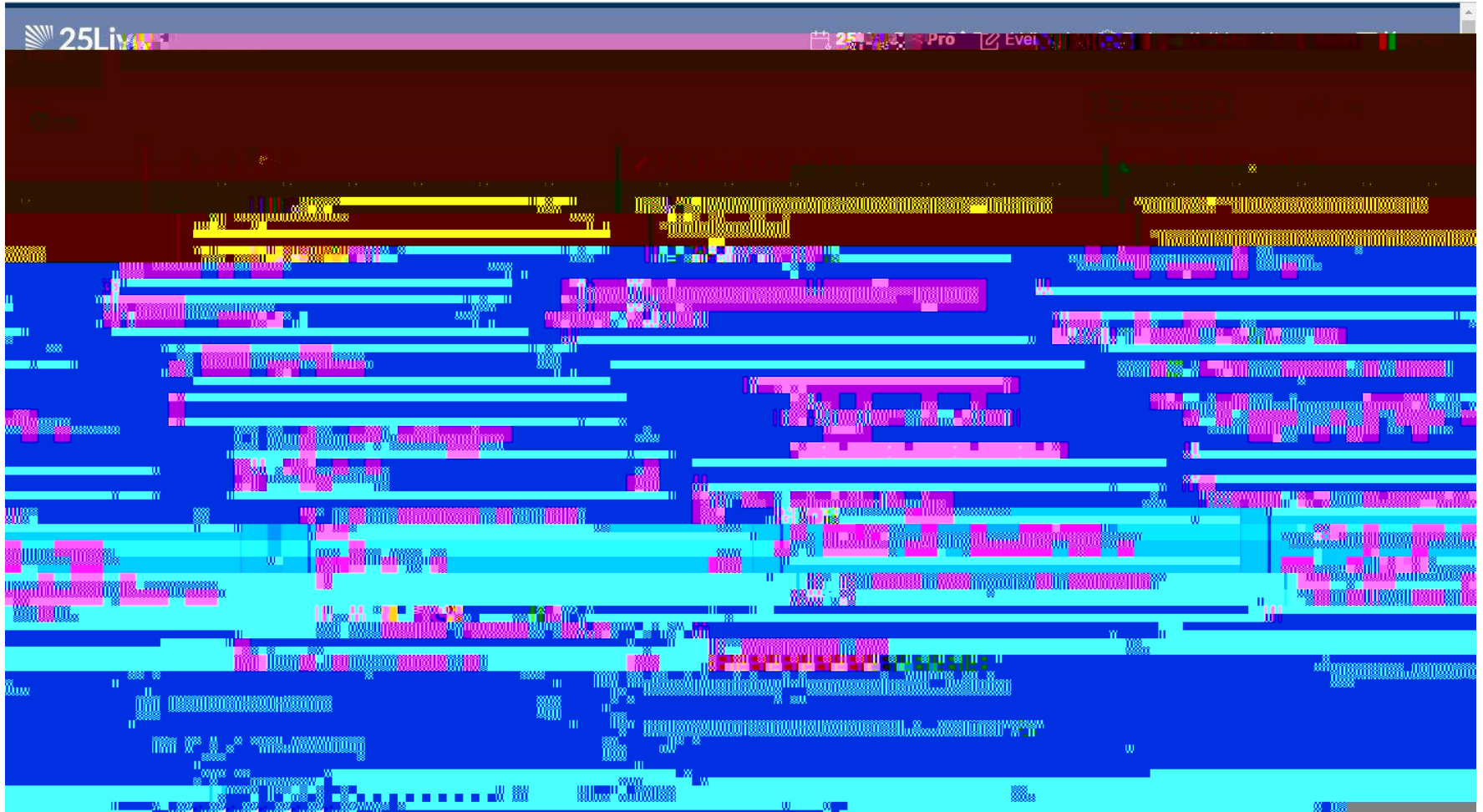
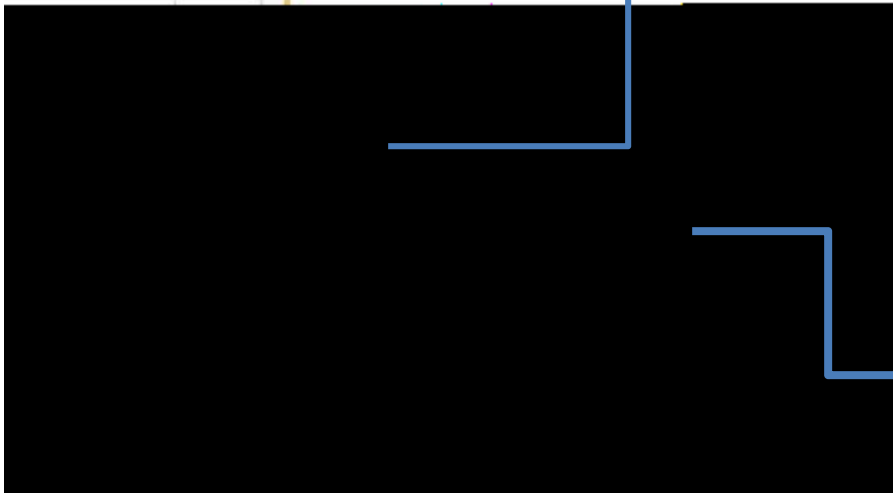Tools tab

" 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 – 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
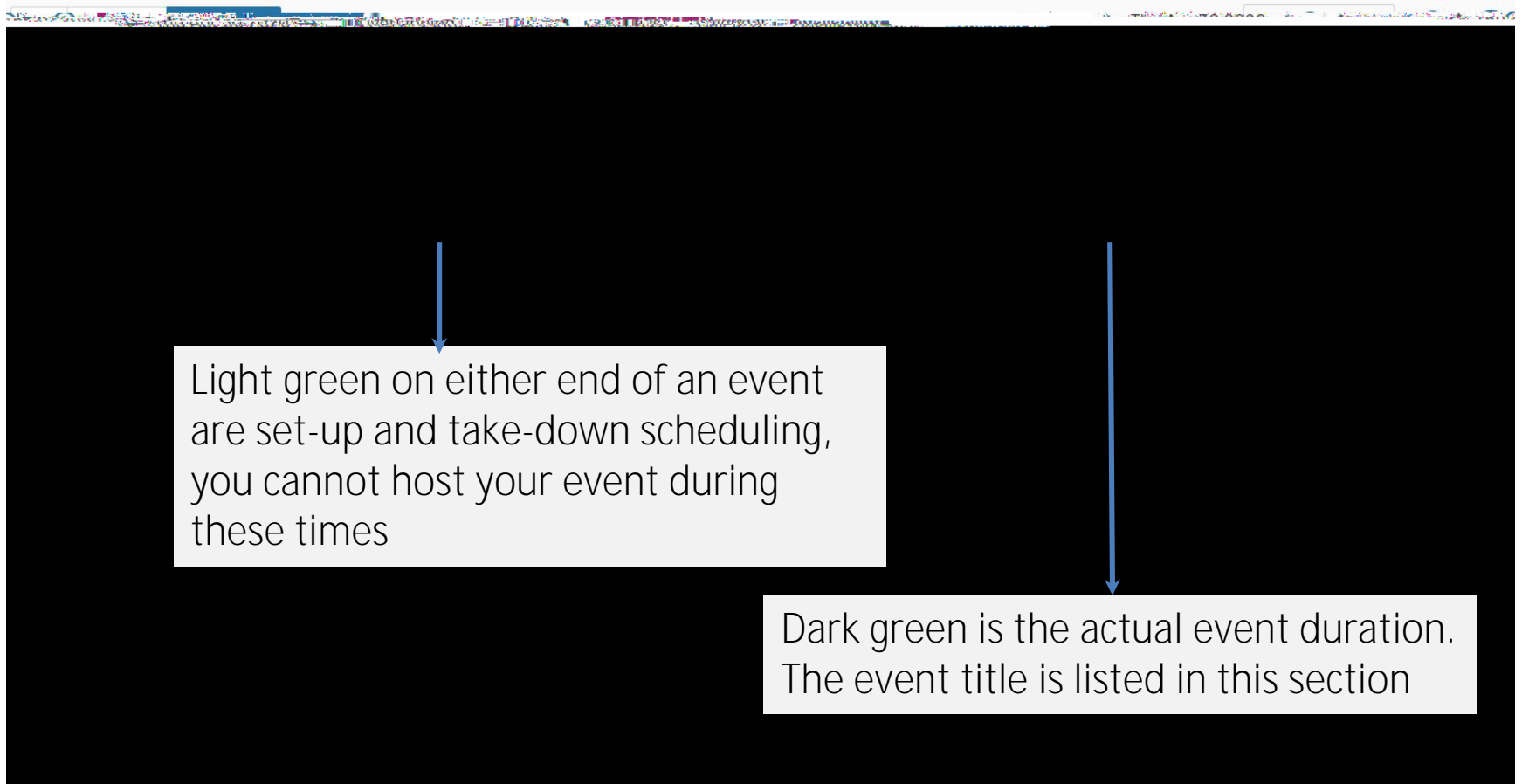
Calendar: shows a week calendar that has events listed out each date they occur

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)

Availability View

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
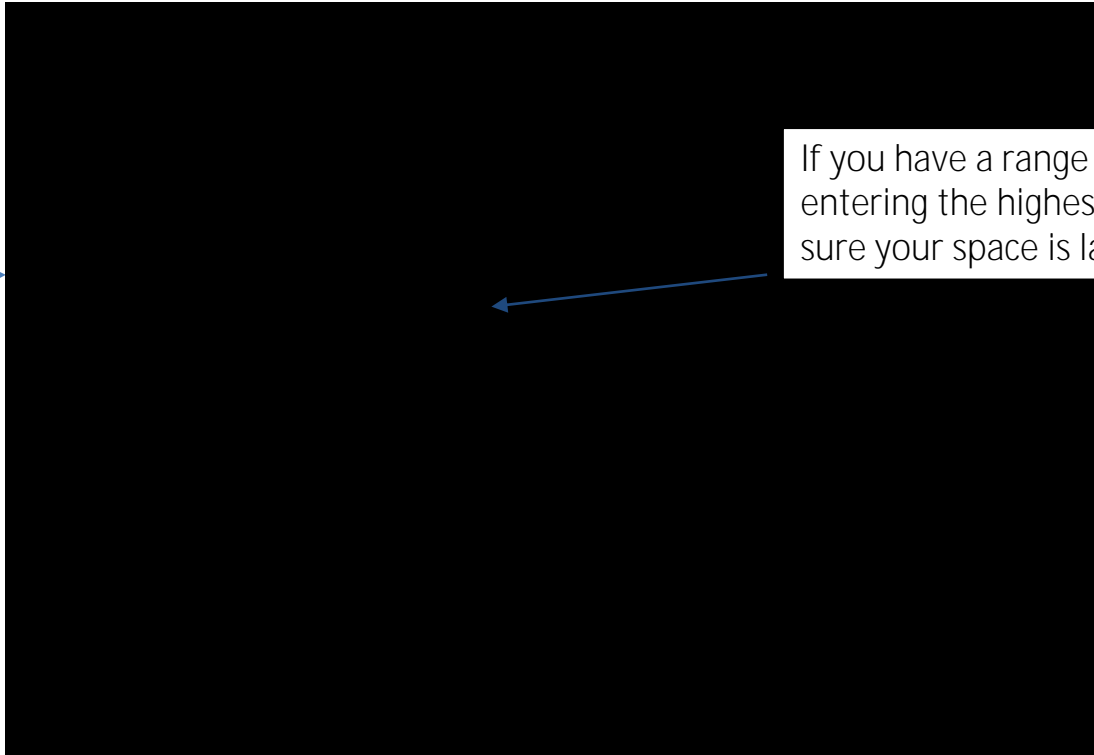
Click to view Home Screen

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.*
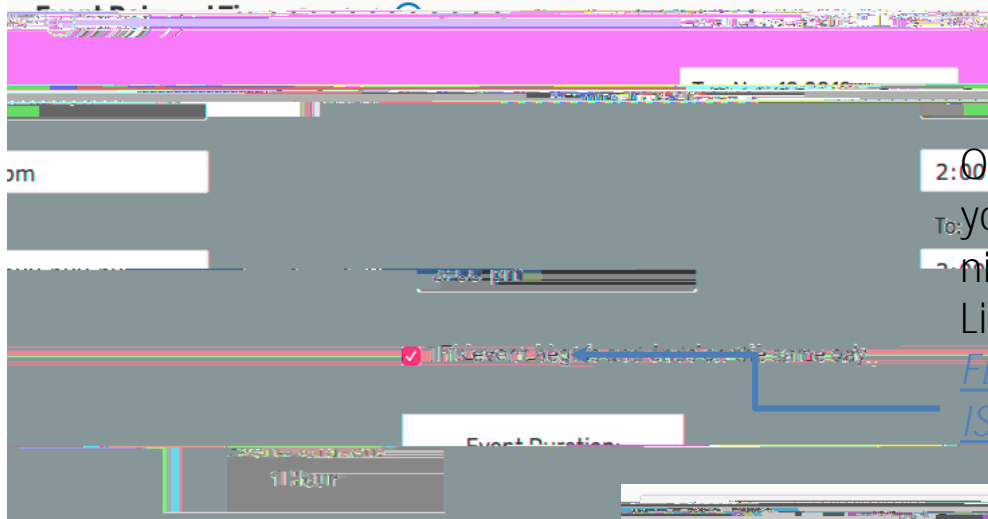
Creating an Event – Step 2

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

Only uncheck this box if you are hosting an over night 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
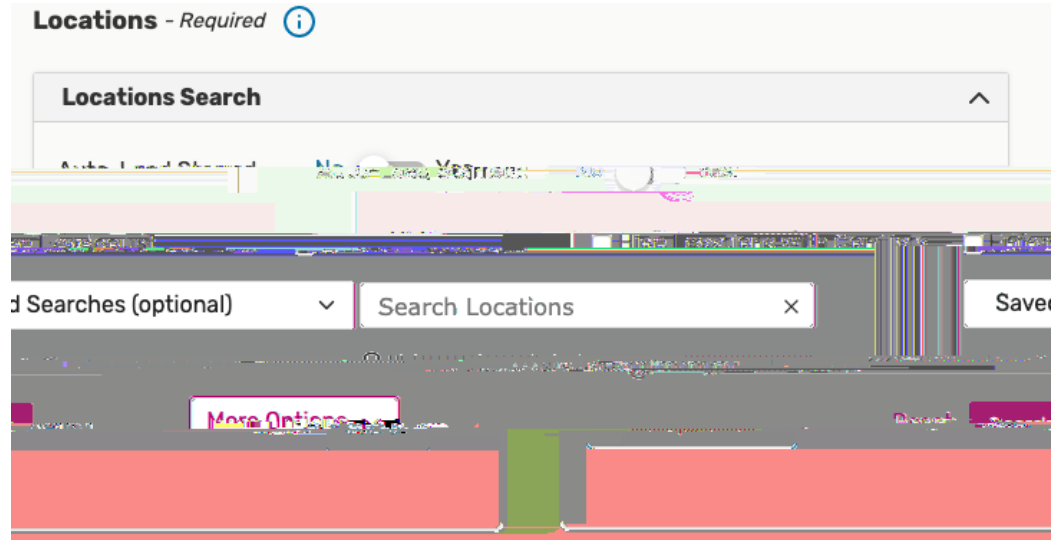
Creating an Event – Step 4

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"

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)

Reset **Search**

More Options ⌄

Capacity   Availability   Conflict   Add   Name   Title

Request   CKH 234

Details

28   1/1   None   Add to Below   CKH 234   Cook House

1

1 ⌃   Next   Last   First   Previous

Items per page   25

CKH 234   CKH 234

☆ Add to favorites

2

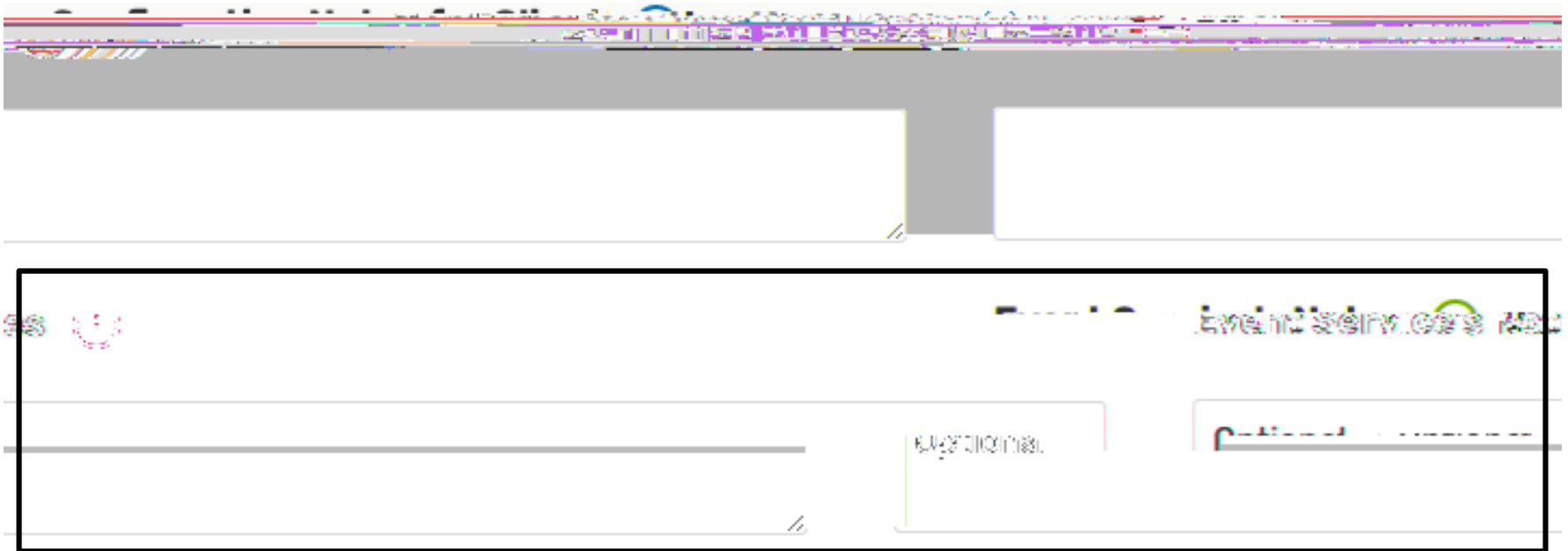View Occurrences   Cancel   Preview   **Save**   Remove

Creating an Event – Step 6

Files are only required for student groups

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