This sheet provides information on using 25Live. For assistance using 25Live, please contact the Helpdesk at 6-8555 or helpdesk@calvin.edu with the subject line “25live”. You can also find out more at http://www.calvin.edu/offices-services/event-services/.

### Signing in to 25Live

Access the 25Live website at: http://25live.collegenet.com/calvin. Click on the **Sign In** link in the upper right-hand area of the page. You will login with your Calvin username (e.g. abc12) and passphrase.

### Getting help

If you need help using 25live, start by clicking on the Help icon (found throughout the page) for by calling 6-8555 or helpdesk@calvin.edu.

### Creating an event

After you have logged into 25live, your menu bar will change and you'll be able to see more options. Click on either the Event wizard tab or the green Create an Event and start working on your event!

### Icons

Scroll to the bottom of any 25live page and you will see the Icon Legend. Clicking on this will bring up a larger window explaining what you are seeing on your page and what the icons represent.

⭐️ **Customizing 25Live—starred items**⭐️

You can designate any location, resource or event as a Starred item by clicking on the hollow star next to the name. When clicked, the icon will turn yellow and be saved as a starred item in your 25Live account. This will make locations, resources, and future events easier to find and they will also appear on your Dashboard (homepage).
Firefox, Chrome and Safari (OS X and iOS) are recommended browsers for 25live. We do not recommend using Internet Explorer.

Checking availability of a room
Click on the Locations tab, and start entering information on the room you are wondering about. For example, you could type Hiemenga or HH* and all the rooms available to reserve in Hiemenga Hall would come up. You could also type 214 and all rooms with that number would come up. Choose the room you want from the list that is generated. You can also choose the Pre-Defined Location Searches tab and choose Public Searches. This will allow you to search by building. Select the building and press Run. You can also choose the Availability tab look at a particular day or date range.

Searching for events & locations via Quick Search
On the 25live Dashboard, you can search for events that have already been created or quickly search a location. Searching Events will allow you to find events that you’ve created. Searching locations will allow you to quickly see the availability of a room and make a reservation.

Tips and suggestions for using 25live

Resources—as you put your reservation together, use these resource key words to add items to your reservation. Resources available are Catering (Food Service), Building (room setup), Audio (technical needs) and Calendar (if you want your event on the Calvin web calendar). Enter your needs in the setup box under the assigned resource.

Recurring Events/Ad Hoc—if you are scheduling a meeting with multiple dates, as you work through the event wizard you will want to choose that you have more than one occurrence. On the next page you will enter the details for the first date of your event. On the next page, you can choose how your event repeats. Select the additional dates for your event and your event will now be on multiple dates. You can also assign the same or different locations and resources to each occurrence of your event.

Finding Room capacities/features—When you are searching for a location, if you know the number of guests you can choose your search to limit to only rooms that are available that fit your needs. Each room that is listed will also show you the capacity of that space.

What happens to your event when you finalize it?
Once you finalize and save your event, it will be sent as a draft to the Event Services office. Check the “your events” box for the status of your events and requests. Event Services will email you a confirmation when your event is approved. Events happening within 48 hours should be called in to ensure availability.