

Creating Events in 25Live – Quick Guide

1 **Access 25Live:** After completing training in Blackboard, you will be given access to 25Live (please note, this may take up to 48 hours). You can then create events in 25Live at: <https://25live.collegenet.com/bu>

2 **Set up your environment:** Star items to favorite them – they will then appear at the top of searches, when building events, and on your homepage. To star these items, click on the star icon  next to the item.

- **Star Organizations** that you build events for, in the Organizations Tab, or in the Event Wizard.
- **Star Locations** that you regularly use, such as your department conference room.
- **Save Searches** for spaces you regularly use, and use **Public Searches** to view commonly used spaces (e.g. Events & Conferences rooms). To view these, go to **Saved Searches**, and click on **Public Searches**.

3 **Go to the Event Wizard:** Click the Event Wizard tab 

4 **Enter Event Information:** Fill out all required fields. Please note:

- While clicking **'Next'**  will take you to each Wizard page in sequence, clicking **'Save'**  will jump ahead to the next required field.
- Use the **'Event Description'** and **'Comments'** sections to provide the space owner with information on the event, and how you intended to use the space.
- When setting up **recurring events**, you will need to define the first occurrence, and on the next page set the meeting pattern (e.g. monthly, weekly, ad hoc) and define an end date.

5 **Choose and Request a Location:** 

-  **Starred rooms** appear at the top of the list.
- **Public searches** are listed under Saved Searches.
- Use **Advanced Search** to define your search, by features (technology, furniture), capacity, and room ownership (found under **Categories**). To search for rooms controlled by the Registrar's Office select **Dept – OUR**, to search for rooms controlled by Events and Conferences search for **Dept – E&C**.

Select a room by clicking on it. The chosen room will appear under  (on right of screen). **Clicking on multiple rooms will request multiple rooms.** If you require multiple locations, be sure to explain that in the **Comments** field. If you didn't intend to request a room, remove requests by clicking the  next to the room you are not requesting.

Location requests do not guarantee use of a space

6 **Await Confirmation, Follow Up:** Save your event, and wait for a response from the space owner. Individual locations may have different policies on assignment, usage, and workflow that impact response time. Space owners may follow-up with additional questions.

- If your request is **approved**, you'll get an automated email indicating your event has been updated.
- If your request is **denied**, you'll get an email from the space owner letting you know that you'll need to request a different location. You can do so by **editing your event**.

7 **Get Support:**

- Submit a [Ticket](#)
- Email the [Registrar's Office](#)
- Contact [Events and Conferences](#)
- View additional [Training Materials](#)