






DOs and DON'Ts in 25Live – Quick Guide




All Users:

-  **DO** SAVE and STAR locations, organizations, and searches you regularly use. Starred items become quick links on your dashboard, and come up at the top of searches.
-  **DON'T** ask for more locations than you need. Remember - every location that you click in the Event Wizard's location selection page is registered as a request. Make sure to remove any unintentional location requests by clicking on the red X.
-  **DO** reach out to OUR if you have any questions or concerns regarding using 25Live, and visit the Registrar's Website to access a multitude of [training and support](#) materials.

Academic Schedulers:

-  When editing classes, **DON'T** change any field other than location in 25Live. Course inventory information and schedule changes should always be made in UIS. Changing any field other than location in 25Live will create a data disconnect between the systems.
-  **DO** assign proprietary classrooms prior to the scheduling deadline. Access to the Academic Cabinet will be blocked on the academic scheduling deadline, so after the deadline you won't be able to make room assignments to classes directly in 25Live (instead use forms).

Space Owners:

-  **DO** report any mistakes or missing information in 25Live's inventory to OUR. You can also provide images of your locations, including images for various layouts.
-  **DON'T** switch an event to the 'confirmed' state without assigning space. Remember: changing the event state to 'confirmed' does not mean that the space request is approved ([see video](#)). Always go back to your task list and click on 'assign' in order to approve space requests!
-  **DO** make a plan for transitioning to 25Live. Decide what method and timeline will best fit your needs, and make sure to block your spaces while they are "not yet in 25Live" ([see video](#)).