BU Events & Conferences

Searching

You can search for events, locations, and organizations in 25Live.

Sign in to 25Live at https://25live.collegenet.com/pro/bu using your personal BU login and Kerberos password.

Quick Search

The **Quick Search** feature on the 25Live dashboard is an easy way to search for events, locations, and organizations.
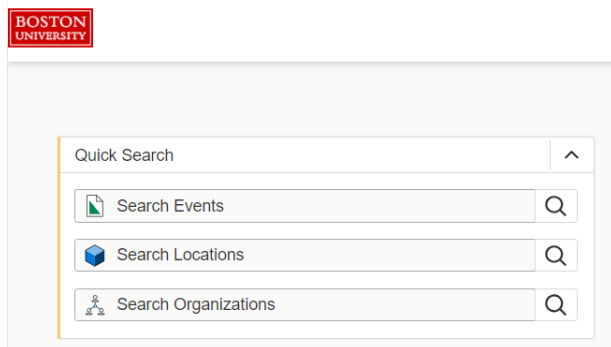
To find events, you can search by its unique reference number or by keyword in the event name.

To find a location, you can search by 3-letter building code, actual room number, or keyword in a formal location name.

To find an organization, you can search by keyword from the organization name.

For any type of search, 25Live will return a list of results. You can click on any of the results to view details and get more information.

Go to Search

The **Go to Search** button on the 25Live dashboard just below the top **Navigation Bar** is another way to search for events, locations, and organizations.

🔍 Go to Search　　　Recently Viewed ▾

The **Go to Search** button will open the search function in 25Live – this is the same search function you can access from the **More** dropdown menu, but this button gives you one click access. When using the **Go to Search** button, you have to remember to select the correct search object so you can search for events, locations, or organizations.

Select Object:　📄 Events ▾　　Saved Searches (optional) ▾

　　📄 Events
　　🧊 Locations
　　👤 Organizations

Once you select your search object, type a keyword, building code, or location name in the search bar, depending on what you are searching for. Once you click enter, 25Live will return a list of results for you.

Select Object:　🧊 Locations ▾　　Saved Searche

Quick Search ◯ Advanced

cds

ⓘ Hint! Type :: to use SeriesQL

Categories +　　Features +　　Layouts +　　Capacity
　　　　　　　　　　　　　　　　　　　　　between　and

List | Calendar | Availability | Availability Weekly

37 Matching Locations

	Name		Formal Name	—	Categories	Features	L
☆	CDS 1001		Center for Computing & Data Sciences 1001, 665 Commonwealth Ave		Building - Center for Computing & Data Sciences, Campus - Charles River, Dept - CAS CS, Type - Conference Room	Air Conditioning, Air Conditioning - Central Air, Floor - Flat, Flooring - Carpet, Network - Ethernet, Network - WiFi	
☆	CDS 1101		Center for Computing & Data Sciences 1101, 665 Commonwealth Ave		Building - Center for Computing & Data Sciences, Campus - Charles River, Dept - Hariri Institute, Type - Conference Room	Air Conditioning, Air Conditioning - Central Air, Floor - Flat, Flooring - Carpet, Network - Ethernet, Network - WiFi	
☆	CDS 1135		Center for Computing & Data Sciences 1135, 665 Commonwealth Ave		Building - Center for Computing & Data Sciences, Campus - Charles River, Dept - Hariri Institute, Type -	Air Conditioning, Air Conditioning - Central Air, Floor - Flat, Flooring - Carpet, Network - Ethernet,	

Click on the name to access details or more information.

You can also leverage any starred searches, pre-defined searches, or public searches in each of these categories by click on the saved searches dropdown.
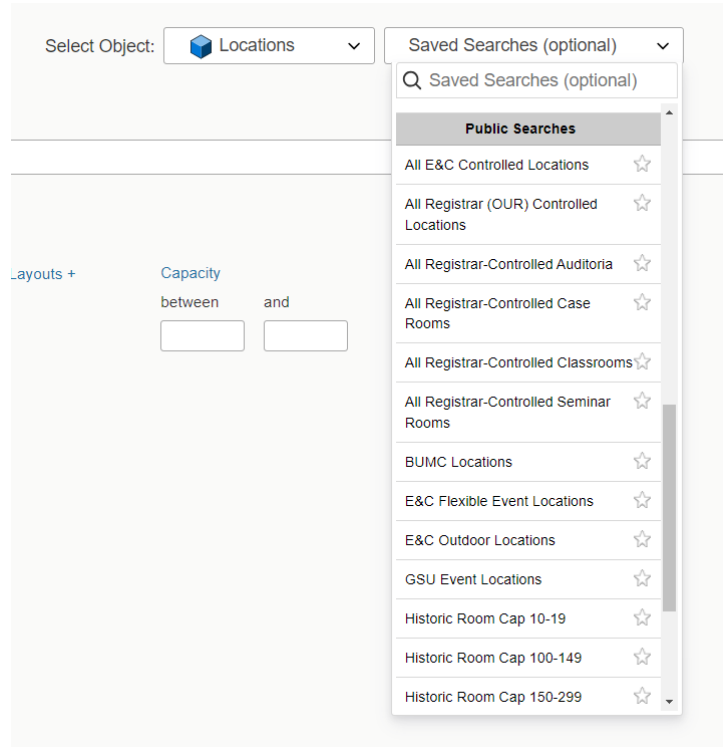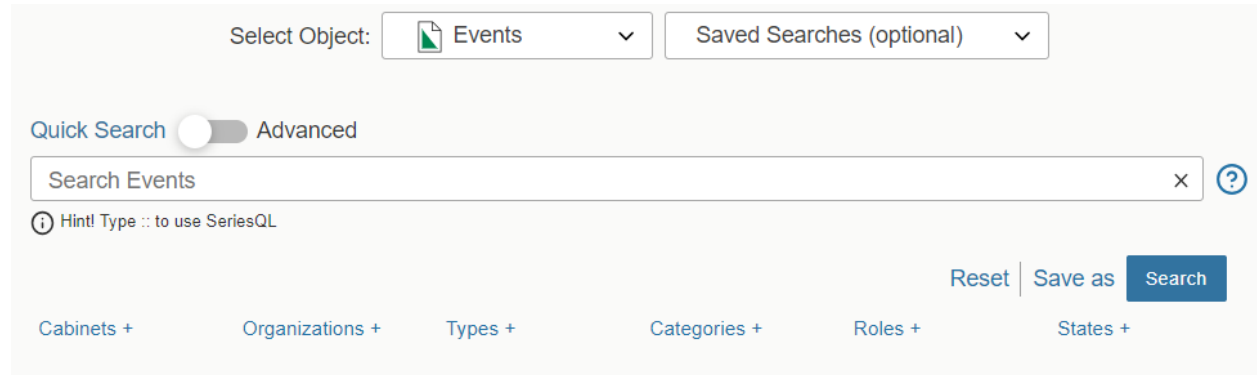

When searching for locations, you will have the option to view your results in an availability view for a specific date.
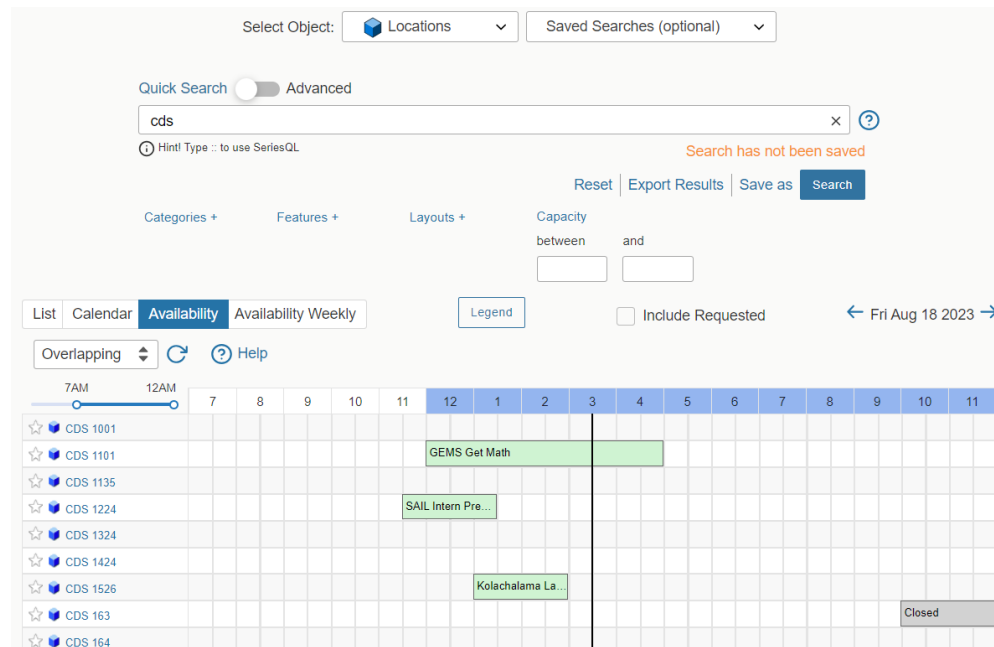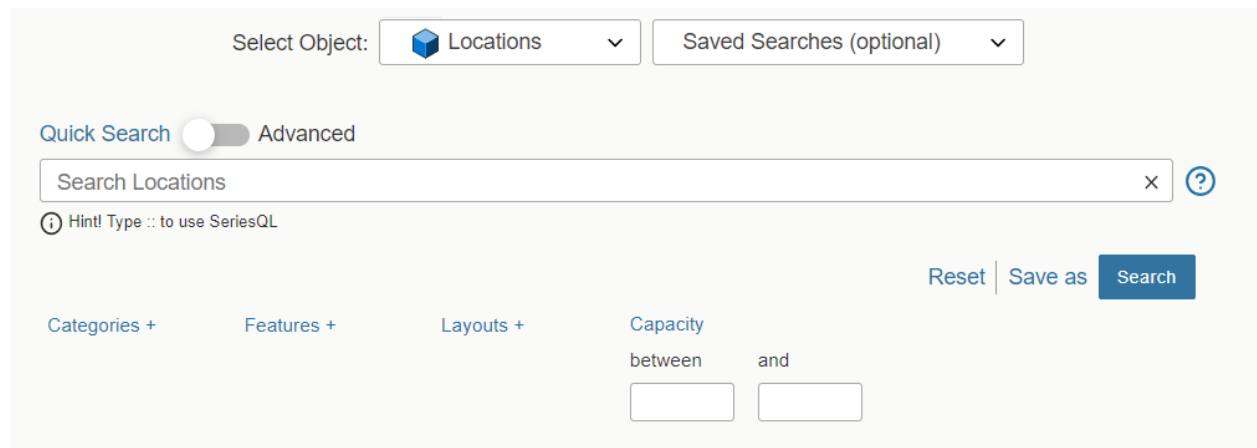
Adding Search Filters

You can add search filters to refine your results when searching for events, locations, and organizations. From the search function, you will see filter options beneath the search bar. You can leave the search bar blank and only employ the filters or you can add a keyword in the search bar and employ your filters.

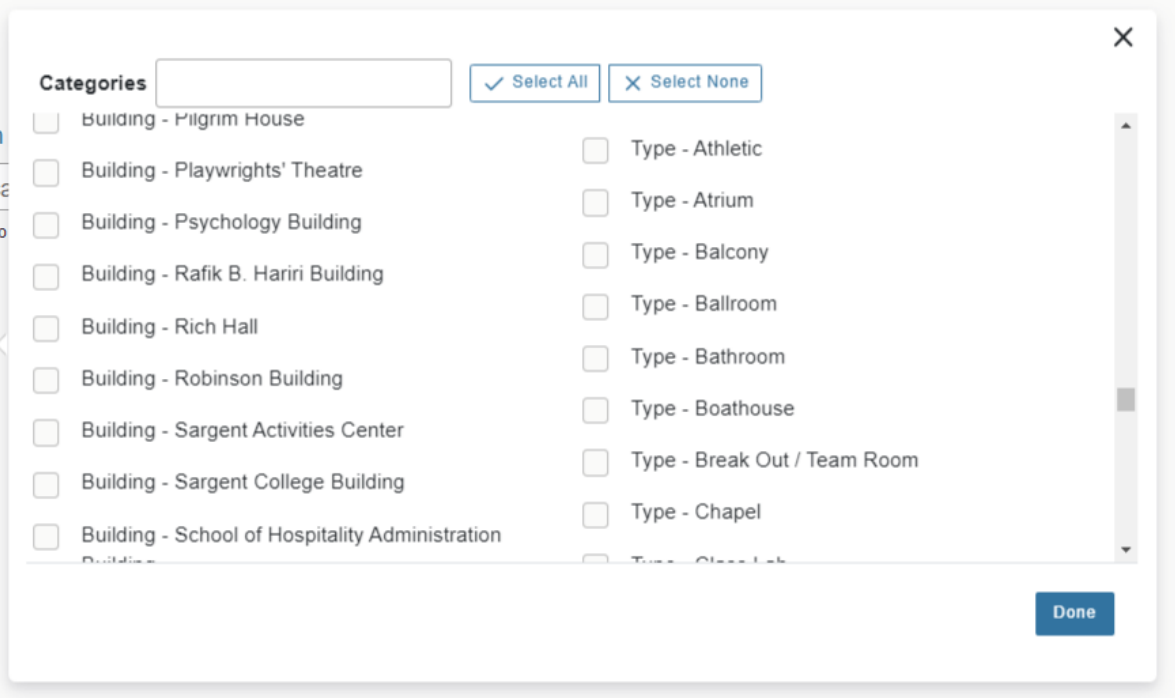For events, the most useful filter options would be **organizations** and **event types**.

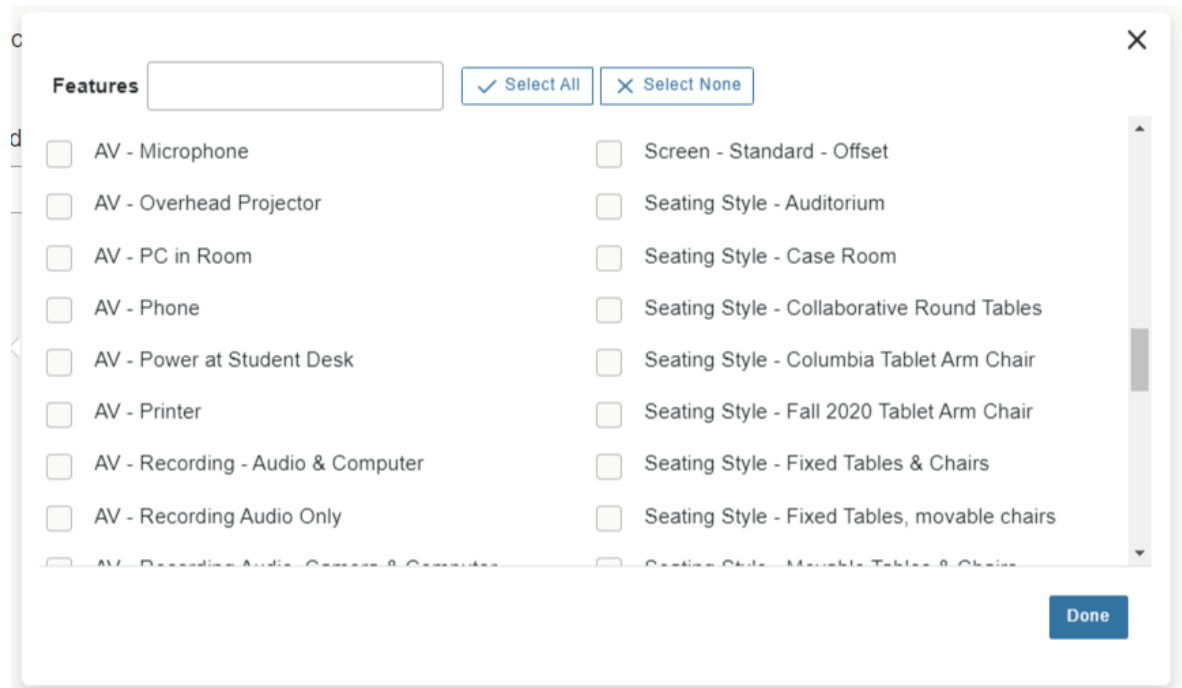For locations, the most useful filter options would be **categories**, **features**, **layouts**, and **capacity**.

Categories will allow you to filter by building, department (location owner), and type of location.

Categories

Categories [   ]   ✓ Select All   ✗ Select None

☐ Building - Pilgrim House
☐ Building - Playwrights' Theatre
☐ Building - Psychology Building
☐ Building - Rafik B. Hariri Building
☐ Building - Rich Hall
☐ Building - Robinson Building
☐ Building - Sargent Activities Center
☐ Building - Sargent College Building
☐ Building - School of Hospitality Administration Building

☐ Type - Athletic
☐ Type - Atrium
☐ Type - Balcony
☐ Type - Ballroom
☐ Type - Bathroom
☐ Type - Boathouse
☐ Type - Break Out / Team Room
☐ Type - Chapel
☐ Type - Class Lab

Done

Features will allow you to filter by room feature, such as air conditioning, audio-visual equipment, and seating style.

Features

Features [   ]   ✓ Select All   ✗ Select None

☐ AV - Microphone
☐ AV - Overhead Projector
☐ AV - PC in Room
☐ AV - Phone
☐ AV - Power at Student Desk
☐ AV - Printer
☐ AV - Recording - Audio & Computer
☐ AV - Recording Audio Only
☐ AV - Recording Audio, Camera & Computer

☐ Screen - Standard - Offset
☐ Seating Style - Auditorium
☐ Seating Style - Case Room
☐ Seating Style - Collaborative Round Tables
☐ Seating Style - Columbia Tablet Arm Chair
☐ Seating Style - Fall 2020 Tablet Arm Chair
☐ Seating Style - Fixed Tables & Chairs
☐ Seating Style - Fixed Tables, movable chairs
☐ Seating Style - Movable Tables & Chairs

Done

Layouts will allow you to filter by the types of layout setups that a location can accommodate. Layouts will only apply to flexible event locations that can be set in a number of different ways, such as GSU Metcalf Hall or the Trustee Ballroom.
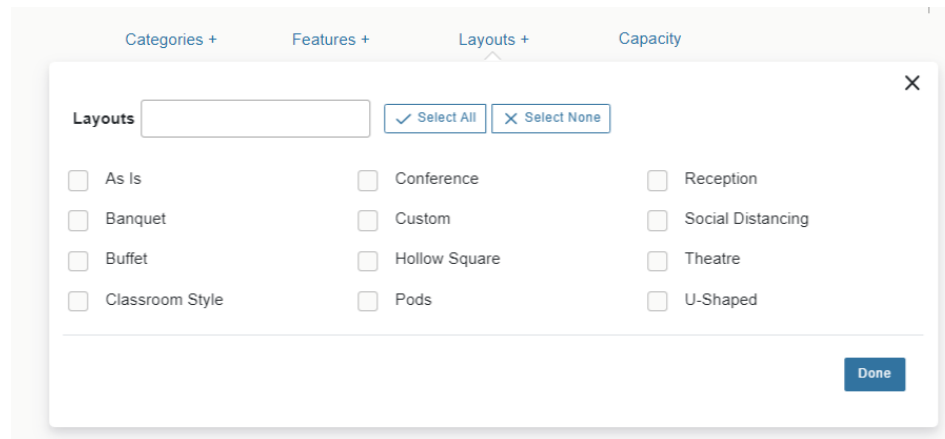
Capacity allows you to specify the capacity needed for the location, setting a minimum and a maximum capacity, with the returned results falling within those numbers.

NOTE: the more filters you apply to a search, the fewer results you will get back.

Here are a couple of examples of worthwhile searches you can employ when looking for locations.

Example 1: If you want to find only academic classrooms with a capacity between 50 and 100 in CAS, set your filters like this:

Enter CAS in the search bar, select the category of **Dept – OUR** as this will always return academic classrooms, and set the capacity numbers.

Example 2: If you want to find only event locations managed by Events & Conferences, set your filters like this:

Leave the search bar empty and select the category of **Dept – Events & Conferences**.

For organizations, the most useful filter options would be **type**, so you could find all student organizations or all administrative departments.

For any of your searches that you set up, you always have the option to save them so you can use them again. Simply click the **Save as** button to save your search.
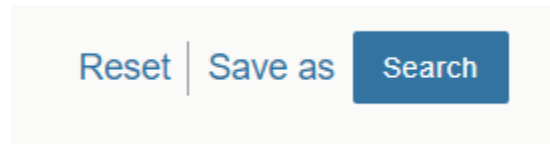
You can then name your search, and if you select **Yes** for **Add to starred searches**, your event and location searches will live on your 25Live dashboard under **Your Starred Event Searches** or **Your Starred Location Searches**, respectively.

You'll also find them in the Search function under the **Saved Searches (optional)** dropdown menus.
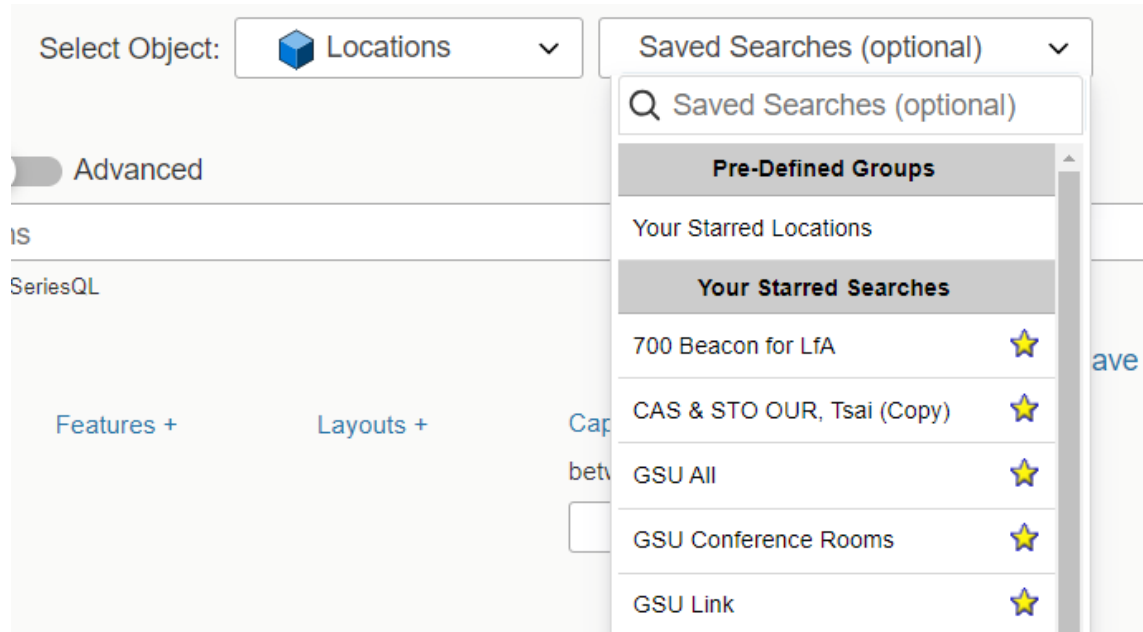
For More Information

For more information, additional assistance with using 25Live, or general questions about event locations, please feel free to contact the Reservations team in BU Events & Conferences at roomres@bu.edu or 617-353-2932. We are available to assist you Monday through Friday between the hours of 9 AM and 5 PM.