

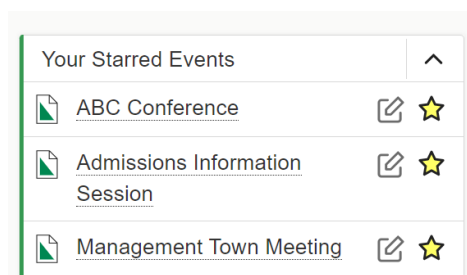
Starring

25Live has a feature called Starring, which essentially means you are making something your favorite. You can star events, locations, organizations, and event types.

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

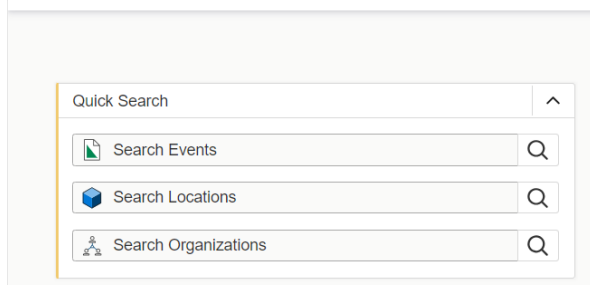
Events

You can star events for one click access. By starring an event, it will save you from having to search for it by event name or unique reference number. When you star an event, it lives in **Your Starred Events** list on the 25Live dashboard.



You might want to star an event if you think you'll refer to it often while you are in the planning process.

To star an event, you have to search for it. You can find an event by searching for it via its unique reference number or by keyword in the event name. Use the event search in the **Quick Search** feature on the dashboard to find your event with either option.



If you search by reference number, you'll be taken directly to the event. When the event opens, click the white star next to the event name near the top of the screen. The star will turn yellow. You have successfully made this event your favorite and when you go back to your dashboard and refresh the browser, the event will now appear in **Your Starred Events** list.

The screenshot shows the top navigation bar with the Boston University logo, '25Live Pro' branding, and an 'Event Form' link. Below the navigation is a search bar with a 'Go to S' button. The main content area displays a card for an event: 'In Achord Auditions' with a yellow star icon, 'Tentative' status, and reference number '2023-ACLFLQ'.

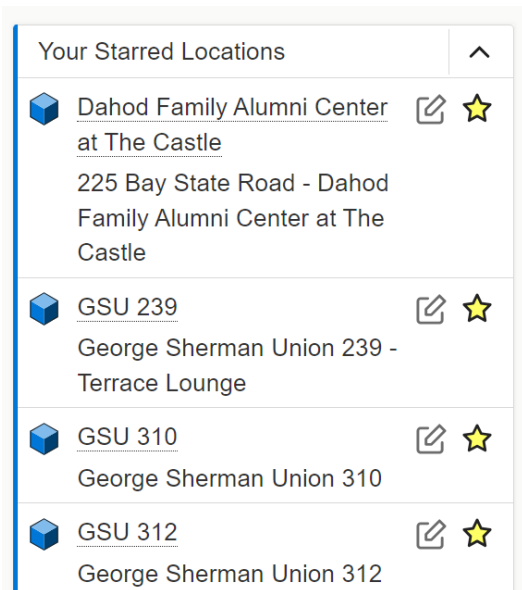
If you search by keyword in the event name, you will get a list of events that all feature that keyword. Once you scroll through the list and find your event, click on white star next to the event name. The star will turn yellow. You have successfully made this event your favorite and when you go back to your dashboard and refresh the browser, the event will now appear in **Your Starred Events** list.

40 Matching Events

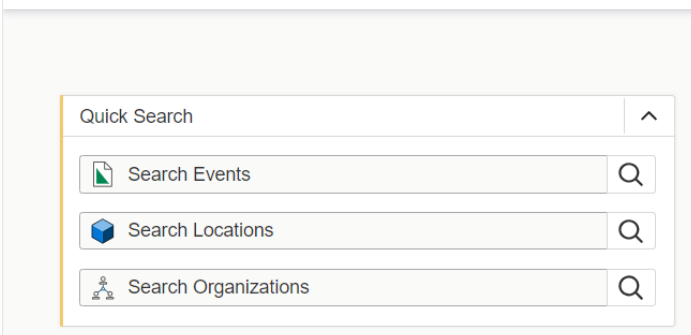
	Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Start Time
☆	ESO Weekly Meetings		2023-ACJPQG	SO Environmental Student Organization	Meeting			Mon Sep 11 2023	6:15 pm
★	NISLAB Weekly Meeting Summer 2023		2023-ACJTGT	PHO LAB WEEKLY MEETING	Meeting			Thu May 25 2023	11:00 am
☆	Falun Dafa Club Weekly		2023-ACJTXJ	SO Falun Dafa Club	Community			Fri May 26 2023	7:30 pm

Locations

You can star locations for one click access. By starring a location, it will save you from having to search for it every time you want to review its details or check its availability. When you star a location, it lives in **Your Starred Locations** list on the dashboard.



To star a location, you have to search for it. You can find a location by searching for it by three letter building code, actual room number, or keyword in the location name. Use the location search in the **Quick Search** feature on the dashboard to find a location.



For any of the three options, you will get a list of locations. Once you scroll through the list and find the location you want, click on white star next to the location name. The star will turn yellow. You have successfully made this location your favorite and when

you go back to your dashboard and refresh the browser, the location will now appear in **Your Starred Locations** list.

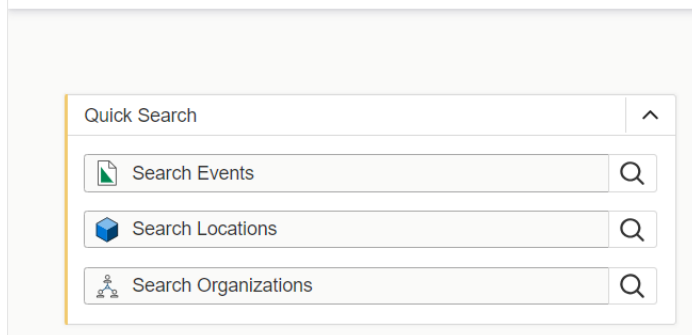
14 Matching Locations

	Name	Formal Name	Categories	Features
☆	SHA 105	School of Hospitality Administration Building 105, 928 Comm Ave	Building - School of Hospitality Administration Building, Campus - Charles River, Dept - SHA	
☆	SHA 107	School of Hospitality Administration Building 107, 928 Comm Ave	Building - School of Hospitality Administration Building, Campus - Charles River, Dept - SHA	
★	SHA 110	School of Hospitality Administration Building 110, 928 Comm Ave	Building - School of Hospitality Administration Building, Campus -	Air Conditioning - Central Air, AV - Media Control Panel, AV - Computer in

Organizations

You can star organizations, with the primary benefit being that you won't have to search for your office/department or student organization every time you are completing the **Event Form**.

To star an organization, you have to search for it. You can find an organization by searching for it by keyword in the organization name. Use the organization search in the **Quick Search** feature on the dashboard to find an organization.



The search results will return a list of organizations. Once you scroll through the list and find the organization that is yours, click on white star next to the organization name. The star will turn yellow. You have successfully made this organization your favorite.

6 Matching Organizations

	Name	Title	Type
★	Events & Conferences		Administrative
☆	Photonics Center Events		Administrative
☆	Questrom Events & Conferences		Administrative
☆	SDM Events & Meet	SDM - Events and Meetings	BUMC Administrative
☆	SO National Assoc./Catering and Events	National Association for Catering and Events	Student Groups
☆	SPH Dean Office Events	SPH - Dean Office Events	BUMC Administrative

When refresh your browser and open up the **Event Form**, you will see your organization in the field for **Primary Organization for this Event** without having to search for it. Click on your organization and it will be added to that field in the form.

Primary Organization for this Event - Required ⓘ

Search organizations Remove

Q Search organizations

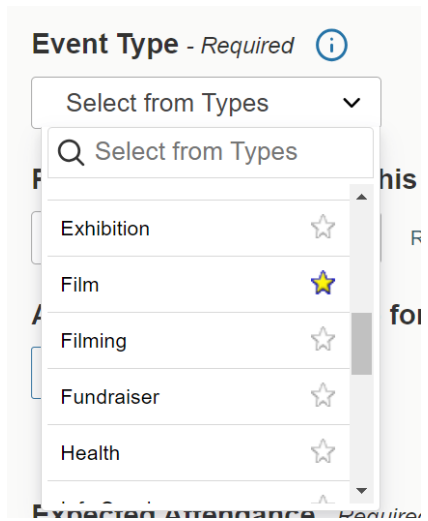
Events & Conferences ★

for this Event ⓘ

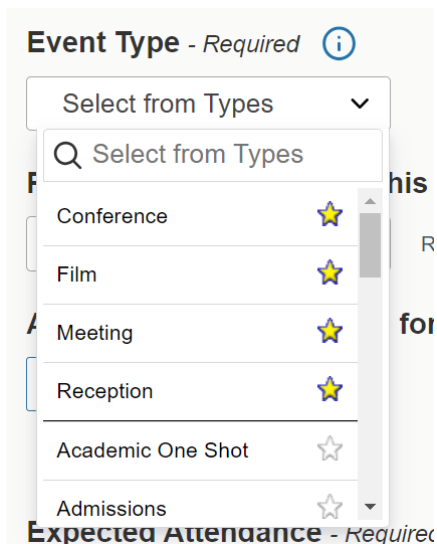
Event Types

You can star **Event Types** so if you do the same types of events often, you don't have to scroll through the event type list every time you are completing the **Event Form**.

To star an **Event Type**, you have to be in the **Event Form**. In the **Event Type** field, click the dropdown menu to open the list of event types. Scroll through the list to find the type you want and click the white star so it turns yellow. You have successfully made this event type your favorite.



When you refresh your browser and go back to the **Event Type** filed in the **Event Form**, your starred event types will appear at the top of the event types list and you won't have to scroll through the list when creating your next event. You can have more than one starred event type.



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.