BU Events & Conferences

Viewing Event Details

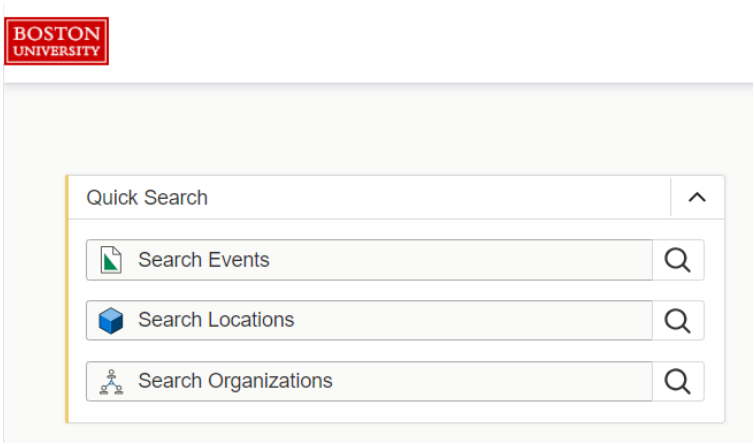
You can always view the complete details of your event in 25Live.

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

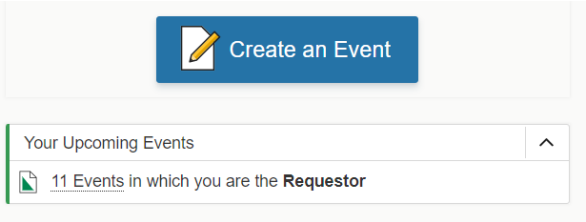
To view event details, follow the steps outlined in this guide.

Step 1: Find the Event

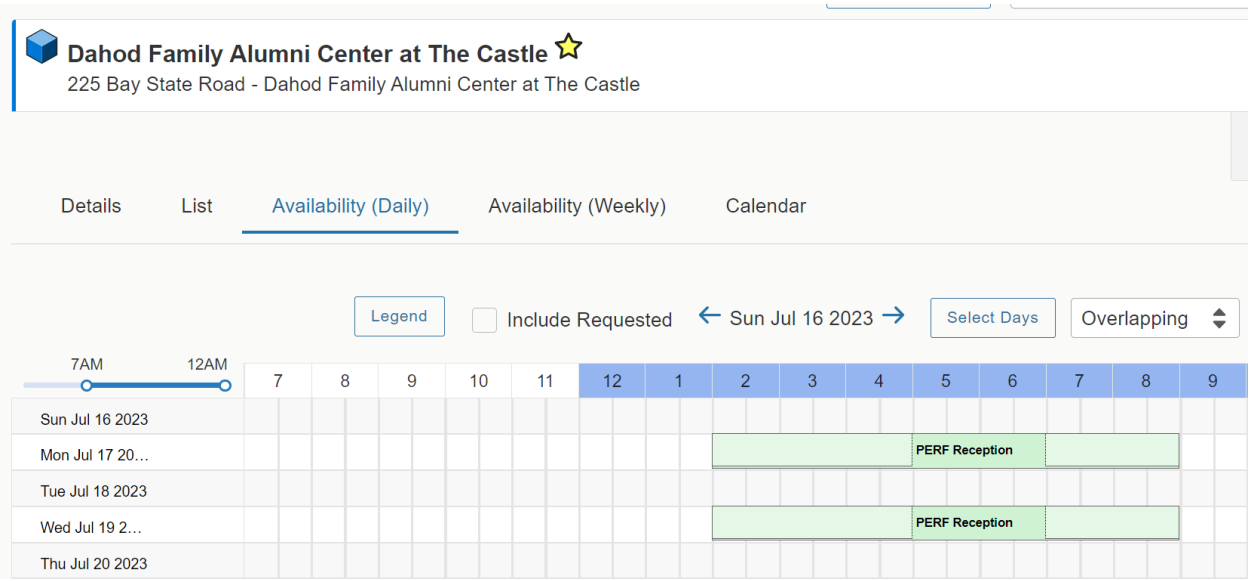
Find the event by searching for it via its unique reference number or by keyword in the event name. Use the event search in the **Quick Search** feature on the 25Live dashboard to find your event with either option.



You can also find your event by clicking on the link in the **Your Upcoming Events** section on the 25Live dashboard. If you haven't customized your dashboard, this section will be below the **Create an Event** button. If you have requested events, there will be a number before the word "events" and this is a clickable link that will return a list of your events.

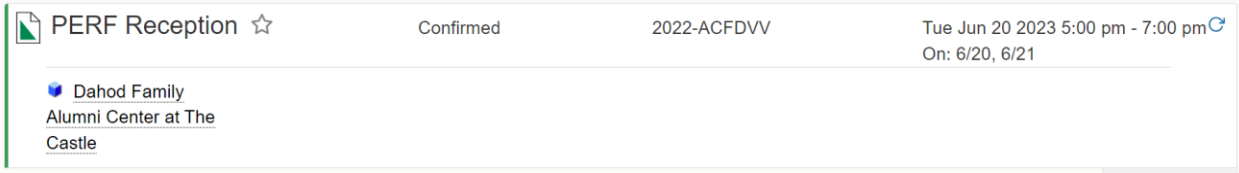


If you know the location of the event, you can also find it by looking up the location availability, finding the date of your event and then clicking on your event to open it.



Step 2: View the Event

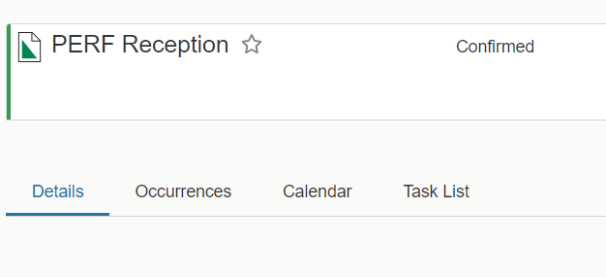
Once you have located and opened your event, you will see basic event details across the top of the screen. These details will stay visible on the screen as you navigate to different sections of the event.



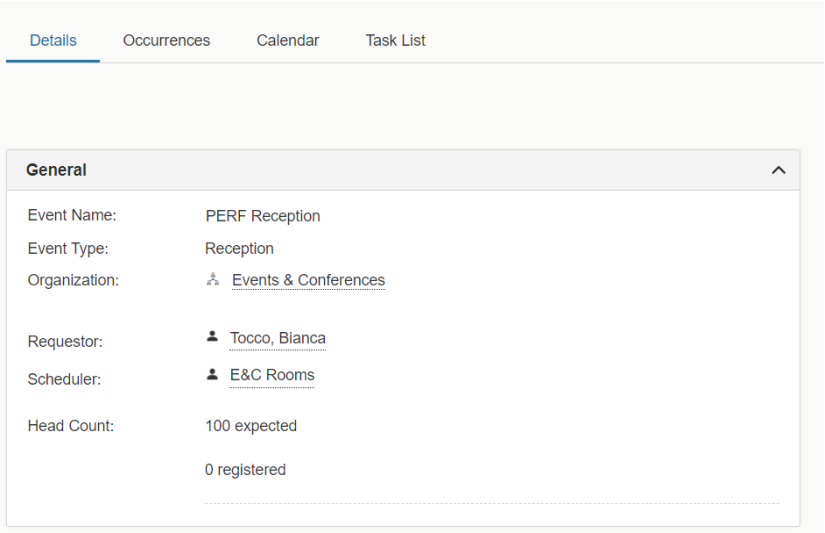
You will see **Event Name**, **Event State** (Tentative, Confirmed, or Cancelled), **Event Reference Number**, **Dates** and **Times**, and **Location(s)** reserved. If you don't see any locations reserved and the event is not cancelled, that means your request is still pending and the **Scheduler** has not assigned a location yet.

Step 3: Details

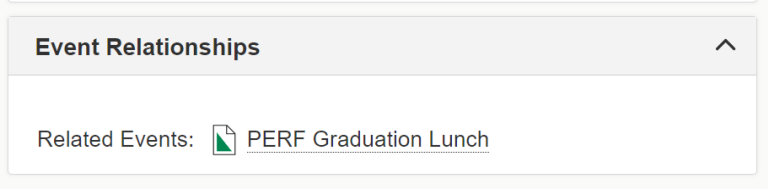
Scroll down and click on the **Details** tab. You will now see additional details about your event.



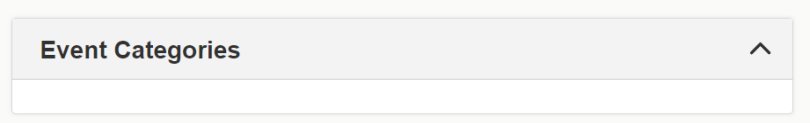
The **General** section has more information, including **Event Type**, **Organization**, **Requestor**, **Scheduler**, and **Head Count** (attendance). If there was an **Event Description** or **Confirmation Text**, these would also appear in the **General** section.



In the **Event Relationships** section, you will see any related events listed. If there are no related events, this section will be empty.

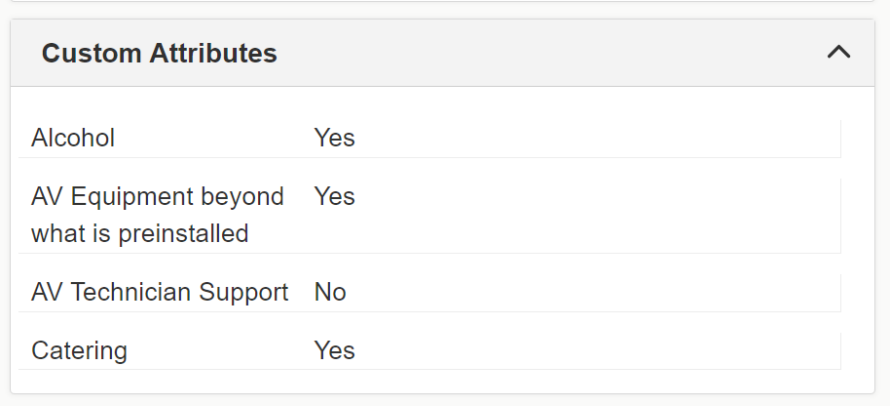


Unless you are looking at an academic class, the **Event Categories** section should be empty. For non-academic events at BU, we do not use **Event Categories**.



In the **Custom Attributes** section, you will see any services that may be needed for the event. In the **Event Form**, the **Custom Attributes** are called **Services that you will**

order and are optional when completing the **Event Form**. If you did not add any of these services when you completed the **Event Form**, this section will be empty.



Custom Attributes

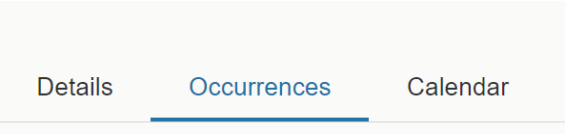
Alcohol	Yes
AV Equipment beyond what is preinstalled	Yes
AV Technician Support	No
Catering	Yes

REMINDER: Selecting these services does **NOT** place an order for them through 25Live. You must sill contact each service provider directly to arrange for services needed for your event and then submit ISRs and FSRs to pay for those services. By selecting these services in 25Live, you provide more information about your event request and help the **Scheduler** determine if the location you have requested is appropriate for your event.

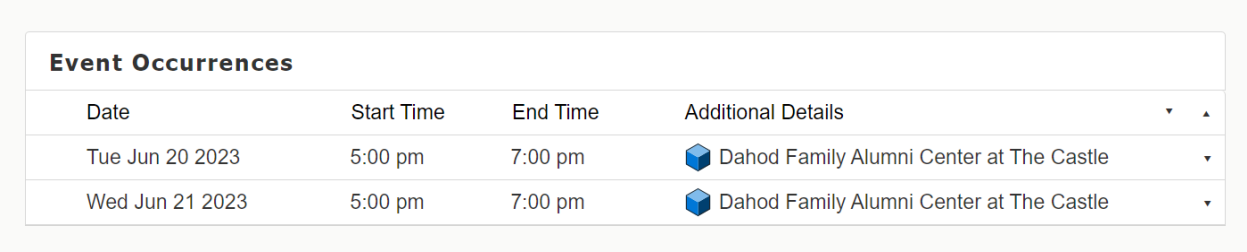
You can find more information on campus service providers, including contact information, here: https://www.bu.edu/reservations/plan/resources-rentals/.

Step 4: Occurrences

On the **Occurrences** tab, you can see a list of all date occurrences on the event along with locations reserved, event times, and setup and takedown time (if those have been added to the event).



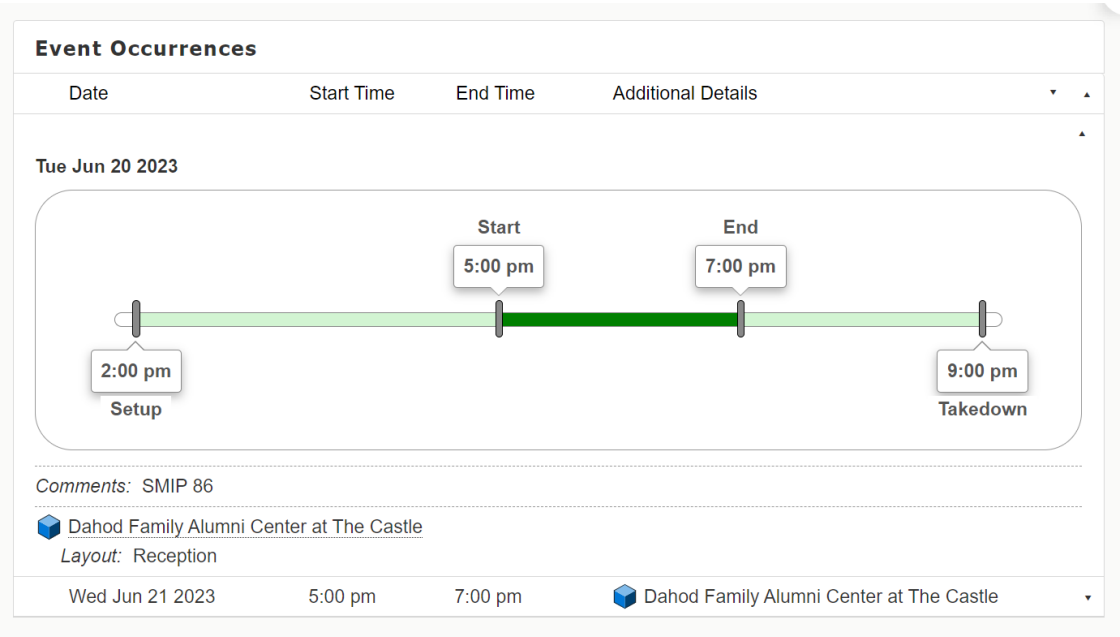
Once you click the **Occurrences** tab, you will see the occurrences.



Event Occurrences

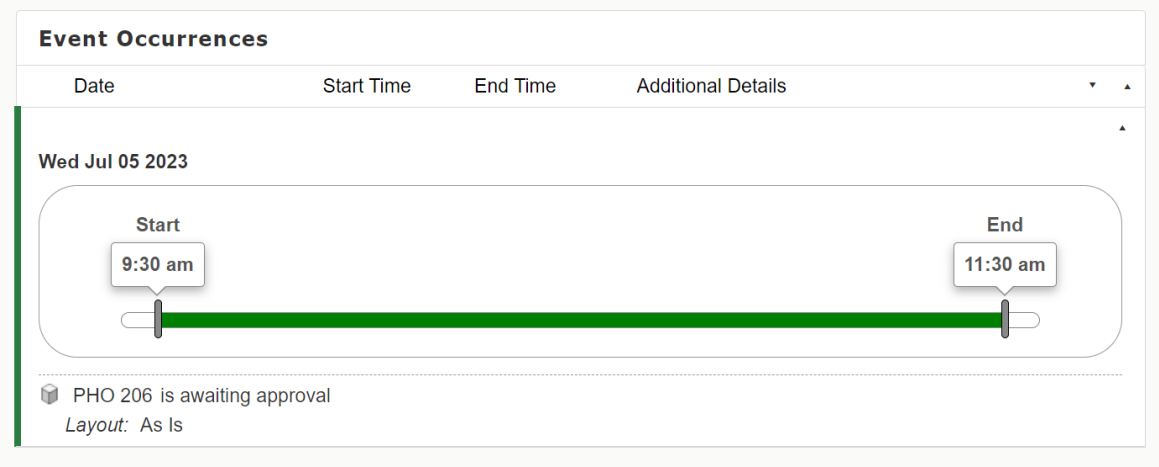
Date	Start Time	End Time	Additional Details
Tue Jun 20 2023	5:00 pm	7:00 pm	Dahod Family Alumni Center at The Castle
Wed Jun 21 2023	5:00 pm	7:00 pm	Dahod Family Alumni Center at The Castle

You can expand each occurrence line by clicking on the down arrow at the end of the line.



Here on the **Event Occurrences** tab is where you can see one indication as to whether a location has been assigned to your event or not. In the example above, the Dahod Family Alumni Center at The Castle has been assigned to this event because the box next to the location name is colored blue and the words “is awaiting approval” do not appear after the location name.

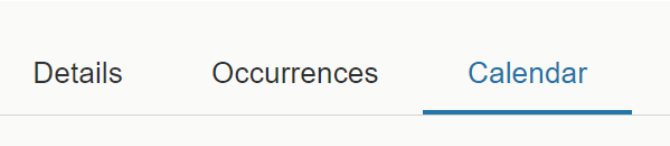
Here is an example of a pending request in which the location has not yet been assigned:



The colored box next to the location name is gray and the words “is awaiting approval” appear after the location name.

Step 5: Calendar

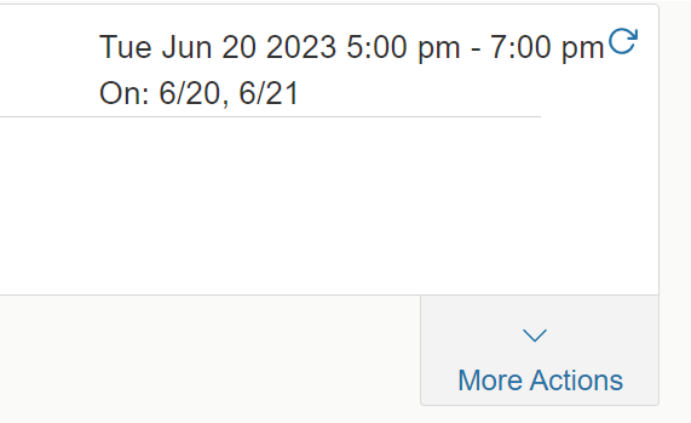
On the **Calendar** tab, you can see the event's occurrences on a visual calendar view.



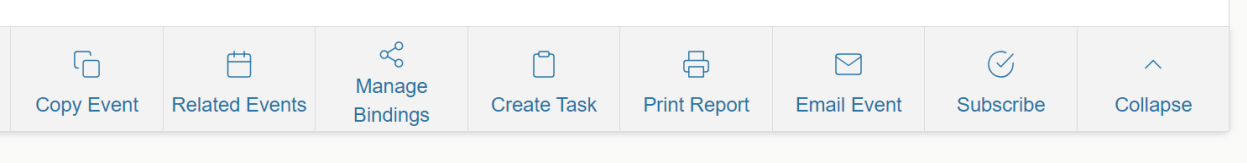
The calendar will only show the event you are currently in on the dates that it is booked and will not show any of your other events or any other events booked in the same location.

Step 6: More Actions

You can click the **More Actions** button near the top right of your screen to see a menu of additional options you can take on your event.



The most common actions you might need are **Copy Event**, **Related Events**, and **Email Event**.

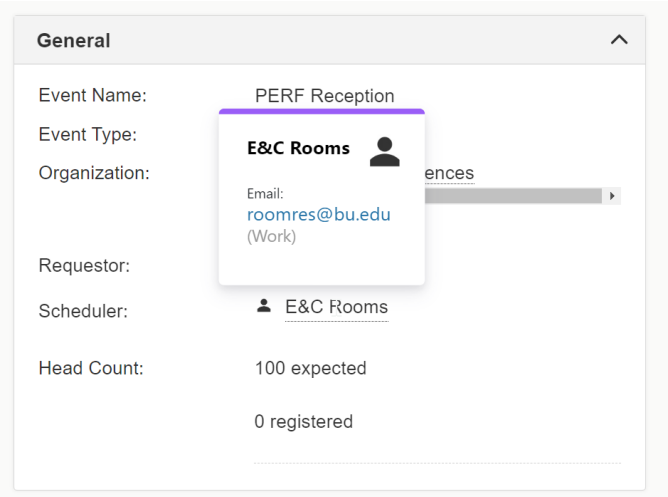


For more information on these actions, please see the related guides found at https://www.bu.edu/reservations/25live/training-materials/.

Step 7: Changes and Cancellations

If after reviewing your event details you need to make changes or cancel the event, you need to email the **Scheduler** of the location for assistance. For all locations managed by BU Events & Conferences, you can email roomres@bu.edu.

To determine the contact email for other **Schedulers**, go back to the **General** section on the **Details** tab where you will see the **Contact Roles** for the event. When you hover over the **Scheduler** name, a pop-up window will appear and show you the email address.



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.