

Viewing Organization Details

An **Organization** in 25Live is a BU department or office or a student organization.

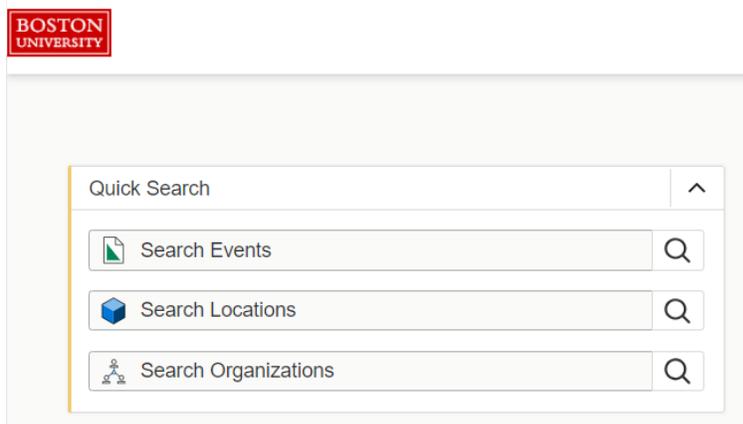
We do not keep a lot of details in 25Live about each organization, but you can view the organization type and see a calendar of events booked under a specific organization.

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

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

Step 1: Find an Organization

Find an organization by searching for it with a keyword from the organization name. Use the organization search in the **Quick Search** feature on the 25Live dashboard.



25Live will return a list of results. Click on the organization name to view its details.

List Calendar Select

6 Matching Organizations

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

Step 2: View Organization Details

On the **Details** tab in the **General** section, you will see the **Organization Type**. Departments and offices are classified as either **Administrative** or **Academic Departments**. Student organizations are classified as **Student Groups**. A **Subject Code** is usually a 5-letter code used to classify academic classes; the code will reference the school/college and department that the class falls under.

👤 Events & Conferences ★

Details List Calendar

General ^	Categories
Type Administrative	none
Comments ^	Attributes
none	none

On the **List** tab, you will see a list of matching reservations for the date specified on the calendar. These are reservations booked under a specific organization, and not a specific **Requestor**.

Events & Conferences ★

Details List Calendar

← Wed Jun 21 2023 → Days: 1

6 Matching Reservations

Event	Title	Reference	Expected Head Count	Organization	Occurrence Date	Setup Start	Pre-Event Start	Event Times	Post-Event End	Takedown End
ELC Movie Night Week 1		2023-ACGHPH	30	Events & Conferences	Wed Jun 21 2023			7:00 pm - 10:00 pm		
ELC Staff Office		2023-ACGGMV	5	Events & Conferences	Wed Jun 21 2023	12:00 am		7:00 am - 11:00 pm		11:59 pm

25Live will default to today's date, but you can click on the date to select whatever date you want to see or increase the number of days from 1 to see reservations over a range of dates. You can sort the list by clicking on any of the column headings. You can view an event by clicking on its event name.

On the **Calendar** tab, you will see the reservations booked under the organization in a visual calendar format.

Details List Calendar

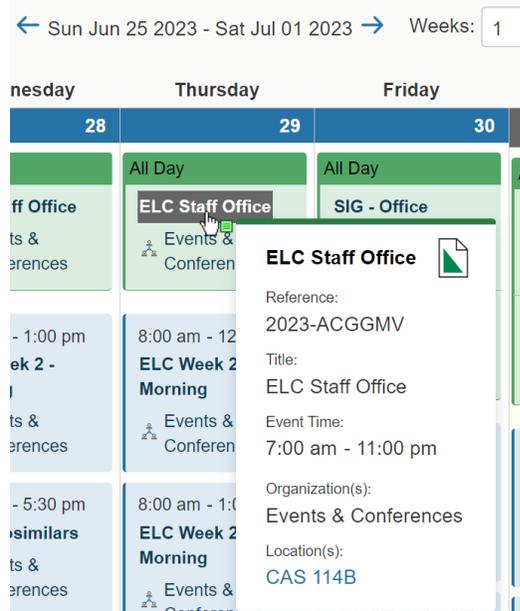
Display Additional Time ← Sun Jun 25 2023 - Sat Jul 01 2023 → Weeks: 1

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June 25	26	27	28	29	30	July 1
All Day ELC Staff Office Events & Conferences	All Day ELC Staff Office Events & Conferences	All Day ELC Staff Office Events & Conferences	All Day ELC Staff Office Events & Conferences	All Day ELC Staff Office Events & Conferences	All Day SIG - Office Events & Conferences	All Day SIG - Office Events & Conferences
8:00 am - 3:00 pm Symphony Church Events & Conferences	IN-PROGRESS: DAR End Year Celebration Events & Conferences	ACI- Biosimilars Events & Conferences	8:00 am - 1:00 pm ELC Week 2 - Morning Events & Conferences	8:00 am - 12:45 pm ELC Week 2 - Morning Events & Conferences	ELC Staff Office Events & Conferences	ELC Staff Office Events & Conferences
		8:00 am - 1:00 pm ELC Week 2 -			8:00 am - 1:00 pm ELC Week 2 -	7:00 am - 11:00 pm ELC Week 2 -

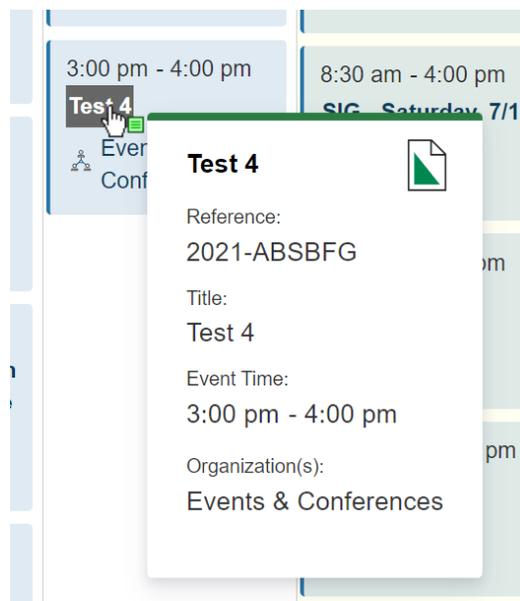
25Live will default the calendar to the current week, but you can click on the calendar dates to select a different week or increase the number of weeks to see more reservations.

Looking at the **Calendar** tab, any event crossed out indicates the event has been cancelled. An event that is not crossed out indicates that the event is approved with an assigned location, or the event is pending waiting for a location to be assigned.

If you hover over an event, a pop-up window will appear with basic event details. If a location is listed, that indicates the event is approved with an assigned location.



If you hover over an event and the pop-up window does not list a location, that indicates the event is still pending and the **Scheduler** has not yet assigned a location for it. Pending events will appear on an organization's calendar. As soon as a request is submitted with the **Event Form**, the event will appear on the calendar.



Tips!

If you work in an office and you and several of your colleagues create events in 25Live for departmental events, viewing your organization calendar is a great way to ensure you aren't duplicating efforts as you will see all requested (pending) and approved events booked under your department or office.

If you are in a student organization and you have recently assumed the secretary role (the position in the organization that usually gets access to 25Live), viewing your organization calendar is a great way to ensure you aren't making duplicate requests for events that your previous organization secretary might have already made.

If you aren't sure if a location has been approved and assigned to your request, you can look at your organization calendar, find the date of your event, and if no location appears in the pop-up when you hover over the event, that indicates the **Scheduler** has not assigned a location to your request and it is still pending. You can also click on the event name to view the entire event.

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.