

USER TRAINING GUIDE



ROOM RESERVATION SYSTEM

25 Live Training Guide for Meeting Planners

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BASIC FEATURES

Signing In

1. Go to 25live.collegenet.com/fuller

TIP: Bookmark this page or save as Favorites in your browser.

- 2. Click on **Sign In** link on the upper right corner or lower left corner of the page.
- 3. Enter your Username and Password. Click on "Sign In" button.

25 Live				Sign In Today	is Sun May 10 2015	🕜 Help
Home Events V Loc	ations A Resources	Crganizations Reports				
					Dashboard Cale	ndar
Quick Search	()	Find Available Locations			() Help	
	🔒 Sign In			IX ntly Viewed		
Search Locations	Use	rname: testuser	Forgot your Password?		(none)	
	Pas	sword: •••••				
Search Resources		Sign In				
	To be adde	ed as a user, please contact y	our administrator.			
		Create an E	vent			
	Icon Legen	d 🛛 🖾 Feedback 💡 Help Tip	s: Disable 🔼 Text	Size: 🕂 🖃 🔹		
🔏 Sign In	25Live v24.0 ©2008 - 201	4 CollegeNET, Inc. Privacy Policy Browse	r Recommendations Mobile	Version Product Feedback		

Dashboard Navigation

- 1. Shortcut (or Dialog) boxes provides convenient ways of accessing event items
 - Quick Search Search known events, locations and resources using key words
 - Your Starred locations, events and resources frequently used / favorite event items
 - Your Starred location, event and resource searches frequently used SAVED searches
 - Your Event draft Any incomplete SAVED event requests
 - Task list To do list associated with events/meetings
 - Event wizard Used for creating event requests

Sample Shortcut boxes

🔑 Quick Search	•	S Your Events	Ô	
 P Your Starred Event Searches Confirmed Draft Tentative Events 	○★	 No Events in which you are the Scheduler 2 Events in which you are the Requestor 		
P Your Starred Location Searches You do not have any Starred Location Searches!	0 =	You do not have any Starred Resource Searches!	0	

- 2. Dashboard Customization organizes the shortcut boxes
 - Click on the ^Q Customize Dashboard</sup> button.
 - To hide a shortcut box, click the title bar of the box, drag and drop it in the grey area.
 - To display a hidden shortcut box, click the title bar in the grey area, drag and drop the box in the main dashboard area.
 - You can also move and reposition the shortcut boxes within the main dashboard area.

25LIVE		Welcome, C	noo, Helen Mp 🔹	Preferences	s Thu May 07 2015 👔 Help			
Mome Zevent Wizard Event	s 🔰 Locations 🔺 Reso	ources 🔗 Organizations 🏹 Task	s					
					Dashboard Calendar			
Drag an element from the dashboard to this area to hide it from view. To reposition or hide the Create an Event box, first hover over the icon until the cursor changes. Drag a hidden element from this area to reposition it on your Dashboard. Drag an hidden element from this area to reposition it on your Dashboard. Drag an hidden element from this area to reposition it on your Dashboard. Drag an hidden element from this area to reposition it on your Dashboard. Drag an hidden element from this area to reposition it on your Dashboard.								
Ar Your Starred Resources	Your Starred Events	S Your Event Drafts		Nour Starred Locations				
P Quick Search	🕜 🗉 🗹 F	ind Available Locations		3	Help			
Search Events	Go	I know WHEN my event should up the help me find a location!	place	🖸 Tasks 💿 🗉				
Search Locations	Go	OR I know WHERE protevent should tak help me toose a time!	e place	You have No Tasks on Today's Agenda O Outstanding Tasks O Diagged Tasks				
C O Tasks Assigned By You								
Search Resources	Search Resources Go Create an Event							
[©] Your Starred Event Searches	© = NY	r Events	0	You do not have any Starred Re	source Searches!			
You do not have any Starred Event Searches!		No Events in which you are the Scheduler		P Your Starred Location Sea	arches 💿 🗆			
M Recently Viewed				You do not have any Starred Lo	cation Searches!			
(none)								

Using Help

Help files are available if you have any question. Click the **O Help** button in the upper right of the page to access all Help topics. You may also click the **O** help icon throughout the website for context-specific information.

25Live Help	
Help Contents	What you can do in 25Live
What you can do in 25Live Getting help IMPORTANT TERMS For do L Search for what I want Create an event Edit an event Edit an event Manage related events Manage indings Email details of an event Print a report Complete a task Carcel an event Delete an event Use starred items Send events to 25Live Publisher Subscribe to an event feed Register or submit an order for an event Set my date/time preferences Change my password	 Welcome to the 25Live web-based event request, scheduling, e-commerce, and calendaring/publishing environment. To learn about a particular functionality, click the help icon that appears to the immediate right of a view, navigation bar, or field. In 25Live, you can: Create an event occurring on a single or multiple dates occurring ad hoc or in a pattern Publish events to online calendars created and administered via 25Live Publisher and embedded in any desired website page Find out what's happening on selected dates View activity for selected locations, resources, or organizations Choose from a variety of criteria to search for events, locations, resources, or organizations Save, edit, rename, and delete your own searches Run saved searches, your own and system-provided, to find nelated events, locations, resources, or organizations Copy ("save as") saved searches, your own and others' Sendo opies ("fame") your searches to selected users
Edit my contact information	Open Help in standalone browser window.

CREATING AN EVENT

Using "Event Wizard" to create a new event

1. Click the "Create an Event" button or "Event Wizard" tab.

25 LIVE		Welcome, Choo, Hele	m • Preferences • Sign Out • Today is Tue Apr 07 2015
Hom Event Wizard Events Loc	ations A Resou	rces 🔗 Organizations 📝 Tasks 🗈 Reports (((· Publisher	
			Dashboard Calendar
P Quick Search	0	Find Available Locations	Customize Dashboard
Search Events Go Search Locations Go		I know WHEN my event should take place - help me find a location! OR I know WHERE my event should take place - help me choose a time!	
Search Resources Go		Your Events	Throughout this site you can mark any Event as "Starred" by clicking its $\hat{\mathbf{X}}$ icon.
Your Starred Event Searches You do not have any Starred Event Searches!	0	 No Events in which you are the Scheduler No Events in which you are the Requestor 	You Starred Locations O You do not have any Starred Locations! Throughout this site you can mark any Location as "Starred" by clicking its

2. Enter information as prompted by Event Wizard.

Enter basic event information

TEST EVENT ✓ ent Type Training - Employee ☆ ✓ mary Organization FPFS ☆ ★ ▼ ✓		
ent Type Training - Employee ☆ ▼ ✓ mary Organization FPFS ☆ × ▼ ✓	TEST EVENT	×
Training - Employee ☆ ▼ mary Organization FPFS ☆ × ▼	ent Type	
imary Organization FPFS ☆ × ▼	Training - Employee	☆ • 🗸
FPFS ☆ × ▼	Training - Employee	¥
FPFS W * *	mary organization	
	E5.50	-^ /

- Enter the event name.
- Enter the event type or select from the drop down menu.
- Enter the Primary Organization or click on Browse... to search by Index (alphabetical order), Type or Categories.
- Click on "Next" button to continue.
- HELPFUL TIP: To continue the event creation at another time, click the "Save" button.
 "Star" any event item you frequently use to add to the shortcut box.

> Enter additional event information

Enter additional basic event information.							
Expected Head Count							
Event Description							
ふ え む 哈 仄 B I U ×, × ⁱ A • ■ • 王 王 王 王 王 王 王 王 王 王 Font Family • 18pt • 注 注 ポ ※ ■ 旺 ◆ ペ ↔							
Staff Training for ABC group This is a test training meeting.							

Indicate frequency of event

•	Does this event have more than one occurrence?
	No
	This event has only one occurrence.
	Any other related events are separate and distinct.
	Yes
	This event has more than one occurrence.
	It has daily, weekly, monthly or ad hoc repeats, and they are all

Enter event date and time for one-time event

	Tell us WHEN this event takes place.							
	Select the dates and times of the actual event . Setup, takedown, pre- or post-event times can be specified below.							
	Event Start: Sat Apr 11 2015 6:00 pm							
	Event End: Sat Apr 11 2015 7:00 pm							
Does this event require Setup or Pre-Event time? • Yes • No								
	Setup: Days Hours Minutes Pre-Event: Days Hours Minutes							
	Reservation Start: 5:00 pm							
	Does this event require Post-Event or Takedown time? • Yes • No							
	Post-Event:							
	Takedown: Days Hours Minutes 							
	Reservation End: 8:00 pm							

- Enter expected head count
- (Optional) Enter event description using the content editor
- Click on "Next" button to continue

- Click "No" for one-time event, "Yes" for recurring event
 - If selecting "Yes", skip the next step and go to page 7.
- Enter start date/time and end date/time
 - *(Optional)* Enter pre-event information
 - (Optional) Enter post-event information
- **NOTE:** The total reservation time including pre/post event time is indicated on the right

Event Duration: 1 Hour
Reservation Duration: 3 Hours

• Click on "Next" button to continue. Go to page 8.

Create recurring events



 For Ad Hoc events, click on dates on the calendar to add to the occurrence list

60										
田田	Descr	ibe	hov	v th	is e	vent	RE	PE/	ATS.	
_										
		Ac	1 He	oc F	Repe	eats				
	Click on a	ny di	ate t	o ad	d it to	the	Occi	Irren	ce List.	
		•	0		• * *	015	•	•		
			_ Jui		,	015	Ŧ	•		
		Su	Mo	Tu	We	Th	Fr	Sa		
		31	1	2	3	4	5	6		
		7	8	9	10	11	12	13		
		14	15	16	17	18	19	20		
		21	22	23	24	25	26	27		
		28	29	30	1	2	3	- 4		
	•									
	Occurrence List									
	Date	Co	mme	ents	Statu			Statu	s	
	Mon May 18 2015	M	eetin	g 1		- /		Acti	ve 🛊	
	Wed May 27 2015	M	eetin	g 2		1	;	Acti	ve 🛊	×
	Wed Jun 03 2015	M	eetin	g 3			2	Acti	ve 🛊	×
	Sat Jun 13 2015	Μ	eetin	g 4				Acti	ve 🛊	×
	Sun Jun 14 2015	M	eetin	g 5		/	2	Acti	ve 🛊	×

• Click on "Next" button to continue.

- Indicate how often the event will repeat.
- Click on "Next" button to continue.

- Enter FIRST occurrence of the event.
 - (Optional) Enter any pre-event and/or postevent time.
- Click on "Next" button to continue.
- For daily, weekly or monthly repeating events, select dates using the calendar or enter number of occurrences.

	Descri	be how this event REPE	ATS.
	Repeats every Repeats on	Weekly Repeats \$	🔲 Thu
	 Repeats th Ends after 	 Fri Sat Sun rough Fri Jun 26 2015 3 iterations 	
[Occurrence List	
	Date	Comments	Status
	Fri May 15 2015		Active \$
	Fri May 22 2015		Active \$
	Fri May 29 2015		Active \$

Select event locations

Your Starred Locations	
Search by Location Name	
payton	
PAY 102 Payton Hall 102 Max Capacity: 59	~
PAY 301 Payton Hall 301 Max Capacity: 80	~
PAY 303 Payton Hall 303 Max Capacity: 66	× .
PAY 304 Payton Hall 304	V
Show only my authorized locations that have no time conflicts	Refresh
Enforce head count	
Saved Searches	

Search by Location Name

- Enter partial or full location name (e.g. PAY or PAYTON). Press **Enter** on your keyboard.
 - ✓ Green check mark indicates available locations.
- (Optional)
 Uncheck
 to display locations with time conflict.
- (Optional) Uncheck C Enforce head count to display locations that do not meet the head count criterion.
- Helpful Tip: To view conflict details, click on event's A icon.
- * *Note:* Locations that display briefly and disappear do not meet the search criteria.

Advanced	Search	
Features:	Choose a feature	
		ALL ANY
Categories:	Meeting Room ×	
		ALL ANY
Layouts:	Choose a layout	
		ALL ANY
	Search	
CATALYST The Catalyst Max Capacity: 7	72	× 1
GUEST CENT Guest Center - Max Capacity: 3	ER LARGE CONF. RM. San Clamente Room 30	× 1
		1

Search by using Advanced Search

- Select one or more search criteria to find available location.
 - Features: enter or select room feature(s)
 - Categories: enter or select space type(s)
 - Layouts: enter or select room layout type(s)
 - Capacity: slide the bar left or right to adjust for space capacity
- Click on "Search" button
- Click on location name(s) to select location.
 Selected location(s) will display on the right side of the screen.
- Click on "Next" button to continue.



Search for Resources

	Find and select RESOURCES.	
Å	Your Starred Resources	
ß	Search by Resource Name	
	projector	
	Projector Overhead Projector	4/4

Categories:	Meeting Technology ×	
		ALL ANY
	Search	
Audio/Visual	Tech Needed	2/2
Display Adap	ter - Mini Displayport-hdmi	7/7
Laptop Comp	outer	4/4
Mac Adapter	- Mini Displayport To Vga	7/7
Phone - Conf	erence Call	3/3
Polycom - Vi	deo Conferencing	5/5

• Selected resources will display on the right.

- (Optional) To modify resource details, click on "View and Modify Occurrences"
 - Enter quantity and setup instructions if any
 - Click on "Save Changes" button

Para	Quantity	Avail/Total	Setup Instructions
at May 09 2015	2 🌲	4/4	We need 2 overhead projectors for this meeting. //
;	at May 09 2015	at May 09 2015 2 🌲	at May 09 2015 2 🗘 4/4

• Click on "Next" button to continue.

Search resources by name

- Enter resource name. Press Enter on your keyboard.
 - Numbers displayed on the right (e.g. 4/4, 5/6) indicates current inventory
- Click on resource name to select.

Search Resources using Advanced Search

- Enter the resource category or select from drop down menu.
- Click on "Search" button.
- **NOTE:** If you change or add resource category, be sure to click on "Search" button or Refresh.
 - Click on resource name to select.



Additional comments or notes

	Add additional COMMENTS and NOTES for this event.
Co	omments
	THIS IS A TEST EVENT. DO NOT PUBLISH. THANK YOU.
_	2
-	I Back Next ►
	⊠ Cancel

3. View and edit event details

- Enter any comments/notes about this event or special instructions.
- Click on "Save" button to complete event request.
- NOTE: Scheduler and all staff associated with the resources requested (e.g. tech support, event planning services, auxiliary services) will be notified by email. Your requested event will change from "draft" to "confirmed" status when Scheduler approves it.

This event has been succes	Sfully requested. Close
Here's Some Information About Your Event	
 Locations Saved as Event Preferences Location 'PAY 100' was removed from May 09 2015 and converted to a Resources Saved as Event Preferences Resource 'Overhead Projector' was removed from May 09 2015 and converted to a 	a preference.
What's Next?	More Event Options
View Details View the Event Details page for this event. The full range of actions are available to you from there. Edit Need to make some more edits to this event? Click this button to start editing. Email Email the details of this event to its stakeholders or anyone else.	Image: Weight of the second secon
Event Preferences	
The following locations were requested for this event: PAY 100 The following resources were requested for this event: Overhead Projector Phone - Conference Call	
Event Tasks	
No Active Tasks	

Click on "View Details" or "Edit" buttons on event request confirmation page.

SEARCH & SAVE EVENT ITEMS

Search for Events

- Click on "Events" tab.
- Click on "More Search Options".

Image: Wight of the second s
Search For Events Pre-Defined Event Searches
Search For Events
Search by Keyword: Enter a Search Term X GO More Search Options
List Calendar
Dates: Mon May 11 2015 — Sun May 17 2015 Load Calendar

- Search event by Keyword enter search term if known. Click on "GO" button.
- Search event using search options (Types, Categories, Organizations, Your Role and States)
 - To select events based on their status, click on EDIT next to "States" search option.
 - Select "Draft", "Tentative" and "Confirmed".
 - Click on "Done" button.

Search For Events	Pre-Defined Ex	ent Searches					
Sear	ch For E	vents					0
	S	earch by Keyword:	Enter a Search Term	x	GO Fewer Search	Options	
Т	ypes EDIT			Categori	ES EDIT		
0	rganizations	DIT		Your Role	e: Any Role / No Ro	le 🛊	
			List C	States e	Event States Draft Tentative Confirmed	/ER]
		Dates: N	4on May 11 2015 — 9	un May 17 :	Sealed Denied Cancelled		
			Load Calend	r		Done	

• Click on "GO" button to continue.

States Draft • Ter	ntative • Confirm	ned EDIT	Matching Any
	GO	START OVER	

Searc	h For Events					6
	Se	arch by Keyword:	Enter a Search Term	X GO Fewer S	earch Options	
	Types EDIT			Categories EDIT		
	Organizations ED	т		Your Role: Any Role /	No Role 💠	
				States Draft • Tentative • Confir	Matc	ching Any
				GO	START OVER	
			List Cal	endar		
			List Cal	endar Mon May 11 2015 — Sun May	y 17 2015 🔒 Save Sea	arch 🕜 Refresh 🛛
Sunday	Monday	Tuesday	List Cal Dates: 1 Wednesday	Mon May 11 2015 — Sun May Thursday	y 17 2015 🗖 Save Sea	arch 🕜 Refresh 🔞 Saturday
Sunday May 10	Monday 0 11	Tuesday	Ust Cal Dates: 1 Wednesday	Mon May 11 2015 — Sun May Thursday 13 14	y 17 2015 📄 Save Ser Friday 15	arch 🕜 Refresh 🥳 Saturday
Sunday May 1	Monday 0 11 8:00 AM - 9:50 AM	Tuesday 1 12 8:00 AM - 9:00 AM	Ust Cal Dates: 1 Wednesday 8:00 AM - 9:50 AM	Mon May 11 2015 — Sun May Thursday 13 14 7:00 AM - 8:00 AM	y 17 2015 💽 Save Sei Friday 15 8:00 AM - 8:00 MM	arch 🕜 Refresh 🥳 Saturday 5 1 7:00 AM - 7:50 AM
Sunday May 1	Monday 0 11 8:00 AM - 9:50 AM PG 820 0	Tuesday 1 12 8:00 AM - 9:00 AM Stratgey Meeting	List Cal Dates: 1 Wednesday 8:00 AM - 9:50 AM PG 820 0	In May 11 2015 — Sun May Thursday 13 14 7:00 _{AM} - 8:00 _{AM} Scripture Reading	y 17 2015 🕞 Save Set Friday 15 8:00 AM - 8:00 PM All Nations Food & All Nations Food &	arch () Refresh () Saturday 5 1 7:00 AM - 7:50 AM XX 401 0 MMP
Sunday May 1	Monday 0 11 8:00 AM - 9:50 AM PC 820 0 26210-1	Tuesday 1 12 8:00 AM - 9:00 AM 9:00 AM Stratgey Meeting DEV CONF ROOM W DEV CONF ROOM 200 AM	List Cal Dates: Wednesday 8:00 AM - 9:50 AM PG 820 0 26210-1	Mon May 11 2015 — Sun May Thursday 13 7:00 AM - 8:00 AM Scripture Reading Group Group	y 17 2015 Save Set Friday 15 8:00 M - 8:00 M All Nations Food & Arts Festival 5 00 V	arch @ Refresh @ Saturday 5 1 7:00 AM - 7:50 AM XX 401 0 MMP 27253-4
Sunday May 1	Monday 0 11 8:00AM - 9:50AM PG 820 0 26210-1 ¥ PSY 314	Tuesday 1 12 8:00 AM - 9:00 AM 3 Stratgey Meeting ▶ DEV CONF ROOM 234 3	List Cal Dates: 1 Wednesday 8:00 AM - 9:50 AM PG 820 0 26210-1 ₩ PSY 314	Index A second s	y 17 2015 🔜 Save Ser Friday 15 8:00 AM - 8:00 PM All Nations Food & Arts Festival @ PAY 100	arch (2) Refresh (2) Saturday 7:00 AM - 7:50 AM XX 401 0 MMP 27253-4 @ PAY 102
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Sunday May 1	Monday 0 11 8:00 AM - 9:50 AM PG 820 0 26210-1 PS 9314 8:00 AM - 9:50 AM PG 861 0	Tuesday 1 12 8:00AM - 9:00AM Stratgey Meeting DEV CONF ROOM 234 8:00AM - 9:50AM 0T 506 0	Ett Cal Dates: I Wednesday 8:00AH - 9:50AH PG 820 0 26210-1 ₩ PSY 314 8:00AH - 9:50AH PG 861 0	Image: Non-Way 11 2015	y 17 2015 💽 Save Sei Friday 15 8:00 Am - 8:00 M All Nations Food & Arts Festival @ PAY 100 8:00 Am - 10:00 M All Nations	arch () Refresh () Saturday 5 1 7:00 AM - 7:50 AM XX 401 0 MMP 27253-4 ₩ PAY 102 8:00 AM - 4:50 MM PM 504 0 MMP XL
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Sunday May 1	Monday 0 11 8:00 AM - 9:50 AM PG 820 0 26210-1 PSY 314 8:00 AM - 9:50 AM PG 861 0 26213-1 0 50 0	Tuesday 12 8:00 AM 9:00 AM Stratgey Meeting DEV CONF ROOM 234 8:00 AM 9:50 AM 0:05 S0 AM 9:50 AM 0:50 AM 0:05 S0 AM 9:50 AM 0:50 AM 0:05 AM 9:50 AM 0:50 AM 0:05 AM 9:50 AM 0:50 AM 0:05 AM 9:50 AM 0:50 AM	Ett Cal Dates: 1 Wednesday 96 820 0 26210-1 ♥ PSY 314 8:00 + 9:50 AH PG 861 0 26213-1 0 26213-1	Mon May 11 2015 Sun May 13 Thursday 13 14 7:00 Art - 8:00 Art 5 Scripture Reading Group © CATALYST CATALYST 8:00 Art - 9:50 Art 0 0T 506 0 26153-1 © PAY 302 10	y 17 2015	arch
Sunday May 1	Monday 0 11 8:00 AM - 9:50 AM PG 82:0 0 26210-1 PG 95' 314 8:00 AM - 9:50 AM PG 86:0 AM 26213-1 8:00 AM - 9:50 AM	Tuesday 12 8:00 Am - 9:00 Am Stratgey Meeting DEV CONF ROOM 234 8:00 Am - 9:50 Am 07 506 0 26153-1 ¥PAY 302 9:00 um = 11:30 um	Ett Cal Dates: 1 Wednesday 8:00₄H - 9:50₄H PG 820 0 26210-1 ♥ PSY 314 8:00₄H - 9:50₄H PG 861 0 26213-1 8:00₄H - 9:50₄H	Image: Second state state Mon May 11 2015 Sun May Thursday 13 7:00 Am - 8:00 Am Scripture Reading Group CATALYST 8:00 Am - 9:50 Am OT 506 0 26153-1 PAY 302 9:00 Am = 12:00 Am	y 17 2015 Save Sei Friday 15 8:00 ↔ - 8:00 ↔ All Nations Food & Arts Festival PAY 100 8:00 ↔ - 10:00 ↔ All Nations Banquet PAY 100 8:30 ↔ - 12:30 ↔	arch © Refresh © Saturday 5 1 7:00 AM - 7:50 M XX 401 0 MMP 27253-4 © PAY 102 8:00 AM - 4:50 M PM 504 0 MMP XL 26184-4 © PAY 102
Sunday May 10 Î	Monday 0 11 8:00 AM - 9:50 AM PG 820 0 26210-1 PF 95 314 8:00 AM - 9:50 AM PG 861 0 26213-1 8:00 AM - 9:50 AM PT 526 0 XL 2020 C	Tuesday 1 12 8:00 AM 9:00 AM Stratgey Meeting DEV CONF ROOM 234 8:00 AM 0 AM 9:50 AM 0 AM 11:30 AM 0 AM 9:50 AM	Ett Cal Dates: 1 Wednesday PG 820 0 26210-1	Mon May 11 2015 Sun May Thursday 13 14 7:00 AM - 8:00 AM Scripture Reading Group CATALYST 8:00 AM - 9:50 AM OT 506 0 26153-1 PAY 302 9:00 AM - 12:00 PM StS KS Culture and	y 17 2015 Save Sei Friday 15 8:00 M = 8:00 M All Nations Food & Arts Festival © PAY 100 8:00 M = 10:00 M All Nations Banquet PAY 100 8:30 M = 12:30 M MI 510 0	arch

Event dates meeting the search criteria will load in calendar format.

- To change the date range, click on the dates. Dates: Mon May 11 2015 Sun May 17 2015
 - Click on the calendar dates to select start and end dates.
 - (Optional) Check the box to enforce date range interval. 🖉 Enforce a Date Range Interval of 30 Days
 - Click "Done" button to continue.

Save event search

To save this search, click on **Save Search** button.

Save Event Search	0	×
Save this search using:		
Search Criteria		
Save the following criteria as a search: State (Any): Draft, Tentative, Confirmed		
Saving the criteria as a search will store as part of the search all the individual selections you made to return the resulting objects.		
Note: Date criteria cannot be added to 25Live searches.		
Search Results		
There are either too many results or no results to save as a search.		
Search Name: All Event Search		
Add this to Your Starred Searches.		
Save Search		

- Select Search Criteria.
- Enter the Search Name.
- Click on "Save Search" button.

Note: Be sure "Add this to your Starred Searches" box is checked.

The saved search will now show on your dashboard.

Note: Refresh the home page see the new search.

Your Starred Event Searches	@	-
All Event Search	\$	r

ŧ.

Search for Locations

- Click on "Locations" tab.
 - Enter the search term to search locations by keyword. Click on "GO" button.
- Click on "More Search Options" to search by search options.
 - Click on "EDIT" next to each search option (Categories, Layout and Features).
 - Make selections from the drop down list. Click on "Done" button.
 - For Capacity, enter the number range.
 - Click on "GO" button to generate the location list.

Mome Vent Wizard Events Store	ations 🔺 Resources 🔗 Organizations 🏹	Tasks
Search For Locations Pre-Defined Location Searches	5	
Search For Locations	Search by Keyword:	Enter a Search Term X GO Fewer Search Options
	Categories	Layouts EDIT
	Features EDIT Academic Priority	Capacity between 50 and 100
	Administrative Space Auditorium Conference Space General Use Classroom Meeting Room Multi Purpose Outloader	GO START OVER
	Outdoor Area Parking Done	Load List

Locations meeting the search criteria will display in list view.

- Click on the location name to view upcoming events at that location.
- "Star" 対 the location to save it as your starred location.

	\$	Search Fo	or Locat	tions							0
				Search by K	eyword	Enter a Search Term	n X	GO	Fewer Search Options		
			Categories Meeting Room	EDIT			Layouts EDIT				
				Categories			Capacity betw	ween	and		
			Features ED	Academic Priority Administrative Space	ce			GO	START OVER		
				Auditorium Conference Space General Use Classro	oom	.ist Availability	y Calendar				
				Meeting Room Multi Purpose				Cho	oose Visible Columns 💌 F	Save Search	Refresh
		Name 🔻	Formal Name	Outdoor Area Parking						Layouts	Max Capacity
Ø	ŝ	90EW 220	490 Conference Room 220		Done	.D./V.C.R., Board - W Connection, Phone, P Jultimedia, Projector	hite, Carpet, Interr olycom - Video Cor - Screen (Electronic	net - E nferen cally C	ithernet Connection, Internet cing, Projector - Ceiling controlled), Seating - Chairs,	Conference	24
	☆	GATALYST	The Catalyst	Meeting Room, Multi Purpose	Adjacent Chairs, S	Patio, Fireplace, Foosb eating - Couches, Table	all Table, Internet es, Tables - Coffee,	- Wire , Table	less Connection, Seating - es - Outdoor, Windows	Open, Patio	72
2	Ŵ	📦 DMIN SR	Ray Anderson Classroom	Academic Priority, Meeting Room	A.V D. Documer Lectern, - Laptop Sound Sy	V.D./V.C.R. Combo To t Camera, Internet - E Microphone System, Pf Connection, Projector ystem, Tables, Window	Multimedia Projecto thernet Connection tone, Projector - Co - Screen, Seating - s	ors, Bo n, Inte eiling I Chair	oard - White, Carpet, rnet - Wireless Connection, Mounted Multimedia, Projector s, Smart Panel Av Controls,	Classroom	42
	ŵ	📦 FPFS 268	Fuller Psychological and Family Services Conf. Room 268	Conference Space, Meeting Room	A.V D. Projector Panel Av	V.D./V.C.R. Combo To - Ceiling Mounted Mult Controls, Tables, Wind	Multimedia Projecto timedia, Projector - ows	ors, Be - Scree	oard - White, Carpet, en, Seating - Chairs, Smart	Conference	20

Save location search

	Search	0	×
ave this search u	sing:		
Search Criter	a		
Save the follow	ing criteria as a search:		
Categories (A	ny): Conference Space, General Use Classroom		
Saving the crite return the resu	eria as a search will store as part of the search all the individual selections you made to lting objects.		
Note: Date crit	eria cannot be added to 25Live searches.		
Save the follow	ing group of objects as a search:		
Save the follow 490EW 220, I GENEVA, PSY Saving these re not the criteria	ing group of objects as a search: DEV CONF ROOM 234, FPFS 268, GLS 110, GUEST CENTER LARGE CONF. RM., PAY CONF ROOM 145, SSC 2CONF, SSC CONF RM 321, TAY 106 isults as a search will store only the individual locations, resources, organizations, or eve that they share.	nts,	
Save the follow 490EW 220, I GENEVA, PSY Saving these n the criteria Search Name Add this to	Ing group of objects as a search: IEV CONF ROOM 234, FPFS 268, GLS 110, GUEST CENTER LARGE CONF. RM., PAY CONF ROOM 145, SSC 2CONF, SSC CONF RM 321, TAY 106 Isults as a search will store only the individual locations, resources, organizations, or even that they share. Conference Room Classre Your Starred Searches.	nts,	

- Select Search Criteria or Search Results to save
- Enter the Search Name.
- Click on "Save Search" button.

Note: Be sure "Add this to your Starred Searches" box is checked.

ow show on your dashboard. new search.

Search for location availability

Search For Locations Search by Keyword:	payton	X GO	More Search Options
List	Availability Cak	endar	
	Date: Mon May 11 2015		

- Go to "Locations" tab.
- Enter the location name or select search options.
- Select "Availability" tab. •
- Click on "Load Availability" • button.

Availability of locations meeting your search criteria will display.

- Click on left of right arrow Date: (Mon May 11 2015) to select another date.
- Click on **Save Search** to save this search.

		Search For Locatio	ns											0
		Search by	Keyword:	ayton			x	GO M	ore Sear	ch Optio	ns			
							_							
			List	Ava	ailabili	ty	Calendar							
		Date: Mon May 11 2015	Same-Day Ev	ent View	Overla	pping (🗖 🖬 Sa	ve Searc	h 🕜	Refres	ih V	What is t	nis viev	v? 🕜
		Name	6 7 8	89	10 11	. 12	1 2	3 4	1 5	6	7	89	10	11
Ø	☆	🔰 PAY 102	Closed				XX	IS 50	3 0 XL		TC 52	21 0		Clos
Ø	\$3	😻 PAY 301	Closed									Vocation 8	k	Clos
Ø	☆	🔰 PAY 302	Closed					LG 84	60(Private)		Vocation 8	k	Clos
Ø	$\stackrel{\frown}{\simeq}$	😻 PAY 303	Closed		N	E 517 0	BI 500 0	NT 50	0 0					Clos
Ø	☆	😻 PAY 304	Closed				OT 883 0	OT 52	70		CH 5	04 0		Clos
Ø	☆	🔰 PAY GENEVA	Closed	(Priv	ate)	Able	Theol					Vocation 8	k	Clos
	☆	V PAY LOBBY	Closed											Clos

Search for location availability using quick searches

Using "Quick Search"

- Enter the name of location in "Search Locations" field.
- Click on "Go" button.

🔎 Quick Search	?	
Search Events Go		
payton		
Search Resources Go		

Using "Find Available Locations"

Click on "I know WHERE my event should take place – help me choose a time!"



- Enter location name. Click on "GO" button.
 - o Click on down arrow and select your location from drop down menu if needed

Find Location by Name: payton Go	2
Select your location	
Some Select your location .5 PAY 102 (Payton Hall 102) .5 PAY 301 (Payton Hall 301) .5 PAY 302 (Payton Hall 302) .5 PAY 303 (Payton Hall 303) .5 PAY 304 (Payton Hall 304) .5	
PAY GENEVA (PAYTON GENEVA) PAY LOBBY (PAYTON LOBBY)	

• Click on Show me this location's availability button to view location's availability.