
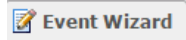




Creating Events in 25Live – Quick Guide

1. **Access 25Live:** After completing training in Blackboard, you will be given access to 25Live (please note, this may take up to 48 hours). You can then create events in 25Live at: <https://25live.collegenet.com/bu>
2. **Set up your environment:** Star items to favorite them – they will then appear at the top of searches, when building events, and on your homepage. To star these items, click on the star icon  next to the item.
 - **Star Organizations** that you build events for, in the Organizations Tab, or in the Event Wizard.
 - **Star Locations** that you regularly use, such as your department conference room.
 - **Save Searches** for spaces you regularly use, and use **Public Searches** to view commonly used spaces (e.g. Events & Conferences rooms). To view these, go to **Saved Searches**, and click on **Public Searches**.
3. **Go to the Event Wizard:** Click the Event Wizard tab:



4. **Enter Event Information:** Fill out all required fields. Please note:
 - While clicking **'Next'** will take you to each Wizard page in sequence, clicking **'Save'** will jump ahead to the next required field.
 - Use the **'Event Description'** and **'Comments'** sections to provide the space owner with information on the event, and how you intended to use the space.
 - When setting up **recurring events**, you will need to define the first occurrence, and on the next page set the meeting pattern (e.g. monthly, weekly, ad hoc) and define an end date.
5. **Choose and Request a Location:**
 -  Starred rooms appear at the top of the list.
 - **Public searches** are listed under Saved Searches.
 - Use **Advanced Search** to define your search, by features (technology, furniture), capacity, and room ownership (found under **Categories**). To search for rooms controlled by BUMC Central Scheduling select Dept – CS, to search for rooms controlled by Events and Conferences search for Dept – E&C.

Select a room by clicking on it. The chosen room will appear under (on right of screen). Clicking on multiple rooms will request multiple rooms. If you require multiple locations, be sure to explain that in the **Comments** field. If you didn't intend to request a room, remove requests by clicking the next to the room you are not requesting.

6. **Choose your Resources:**
 -  Starred resources appear at the top of the list.

*****Location requests do not guarantee use of a space*****

7. **Await Confirmation, Follow Up:** Save your event, and wait for a response from the space owner. Individual locations may have different policies on assignment, usage, and workflow that impact response time. Space owners may follow-up with additional questions.
 - If your request is **approved**, you'll get an automated email indicating your event has been updated.
 - If your request is **denied**, you'll get an email from the space owner letting you know that you'll need to request a different location. You can do so by **editing your event**.
8. **Get Support:**
 - Submit a [Ticket](#)
 - Email the [BUMC Central Scheduling office](#)
 - Contact [Facilities](#)
 - View additional [Training Materials](#)