

Mozilla Firefox and Google Chrome are the recommended browsers for accessing 25LIVE. Users are strongly discouraged from using Internet Explorer.

Signing In to 25LIVE

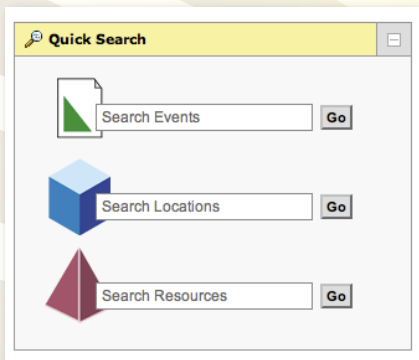
- Access the 25LIVE website at:
<http://25live.collegenet.com/rowan>
- Click **Sign In** in the upper right-hand area of the page.
- 25LIVE is accessed using a Rowan username and password.

Checking Location Availability

- Click **Locations**.
- Select the *Your Location Searches* tab.
- Under *Search Groupings*, select *Public Searches*.
- Choose the desired Building from the list. (i.e. Bunce Hall).
- Click on the *Availability* tab.
- Click on the date link above the grid to choose your desired date.

Performing a Quick Search

- Locate the *Quick Search* field on the left side of the 25LIVE Home tab.



- Enter any part of the Event name (i.e. Blood Drive) or Location name (i.e. Rowan Hall) into the appropriate box.
- After locating the desired event or location, the search results can be expanded by clicking on the name of the event or location.

Need More Help?

Check out

www.rowan.edu/ces/25live

for more information, bonus tips and documentation!

Customizing 25Live - Starred Items

Users can designate any location, resource, or event as a Starred Item by clicking on the hollow star icon to the left of the name column in a list view. When clicked, the icon will turn yellow and be saved as a starred item in the user's 25Live account.

Checking the Status of a Request

- While logged in, click **Events**.
- Select the *Your Event Searches* tab.
- Under *Search Groupings*, select *Pre-Defined Groups*.
- Choose either *Events You Have Requested* or *Events You Are Scheduling* from the list on the right.
- Click on the grey *List* tab.
- Click the desired Event Name.
- Click the grey *Details* Tab.
- The status of the location and/or resource requests will be shown under the Assignment heading within the *Event Occurrences* box. (Grey shapes indicate a pending assignment, colored shapes indicate approved assignments.)

Editing an Event Request

- While logged in, click **Events**.
- Select the *Your Event Searches* tab.
- Under *Search Groupings*, select *Pre-Defined Groups*.
- Choose either *Events You Have Requested* or *Events You Are Scheduling* from the list on the right.
- Click on the grey *List* tab.
- Click the desired Event Name.
- Click **Edit this Event** in the upper-right area of the screen.
- Proceed through the Event Reservation Wizard and make all necessary changes. (If the dates or times are changed, be sure to re-request any location or resources associated with the event.)
- Save the Event.

Canceling an Event

The best way to cancel an event is to locate the original e-mail confirmation from 25LIVE. Within this e-mail is a link to the event. Click on this link and follow the following steps:

- Click on the **More Actions...** drop-down button in the upper-right area of the screen.
- Select **Cancel this Event**. The Event State will change to CANCELLED and any space or resource assignments will be removed.
- To exit the event click **More Actions...** again and select **Close this Event**.

If you cannot find your original confirmation, please follow the following steps to cancel an event:

- While logged in, click **Events**.
- Select the *Your Event Searches* tab.
- Under *Search Groupings*, select *Pre-Defined Groups*.
- Choose either *Events You Have Requested* or *Events You Are Scheduling* from the list on the right.
- Click on the grey *List* tab.
- Click the desired Event Name.
- Follow the steps above for canceling an event using the link from the confirmation e-mail.

Signing out of 25LIVE

- When logged in, the user's name will appear in the upper right-hand portion of the page.
- Click Sign Out or close the browser to exit 25LIVE.

www.rowan.edu/ces/25live.collegenet.com/rowan

For assistance with 25Live, please contact:

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