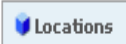
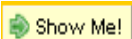


Mozilla Firefox STRONGLY Recommended!

LOG INTO 25 LIVE

1. Access the website at:
<http://25live.collegenet.com/rowan>
2. Click the “**Sign In to 25 Live**” link in the upper right-hand area of the page.
3. Enter your Rowan network username and password and click the “**Sign In**” button.

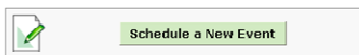
CHECK THE AVAILABILITY OF A SPACE

1. Click on the blue “**Locations**” Tab. 
2. Utilizing the Gold Bar, click on “Select Your Criteria” and Open “**Categories**” folder.
3. Choose desired Building (i.e. Bunce).
4. Utilizing the Gold Bar, click on “**List**” and change to “**Availability Grid**.”
5. Utilizing the Gold Bar, choose your desired date.
6. Click “**Show Me**.” 

NOTE: You can designate any space that you pull up as a “**Favorite**” by clicking on the grey star to the left of the Location name. It will turn yellow and be saved to your 25 Live account.

REQUEST AN EVENT

1. Click “Schedule a New Event” button.



2. Complete the following fields:

Event Name

Event Type

Primary Organization

Event Date/Time

Event State

Event Description (Detailed)

Locations

Head Count

Resources

Title (If Different from Event Name)

Custom Attributes (Deactivated)


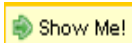
Categories

Contact Roles

Comments

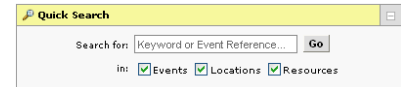
3. **IMPORTANT:** Save the Request.
4. Print/email out Event Details (Optional).

CHECK EVENT REQUEST STATUS

1. While logged in, Click on the green “**Events**” tab. 
2. Utilizing the Gold Bar, Click on “**Select Your Criteria**” and Open the “**Personalized Groups**” folder.
3. Click “**Events You Have Requested**.”
4. Utilizing the Gold Bar, click on “**Calendar**” and change to “**List**.”
5. Utilizing the Gold Bar, change the date range to “**Search All Dates**.”
6. Click “**Show Me**.” 
7. Right Click the desired Event Name and choose “**Task List**.”
8. The present status of the request (In Progress/Pending, Approved, Denied, or Cancelled) will be displayed in the Status column.

PERFORM A QUICK SEARCH

1. After accessing the website, locate the Quick Search field in the middle of the page.



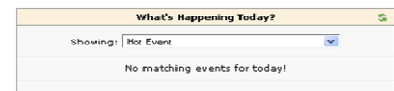
2. Type in the any part of your desired Event’s name (i.e. Blood Drive) or Location’s name (i.e. Rowan Hall).
3. After locating your event or location, expand the search results by tabbing your mouse over the name and right clicking.

NOTE: Performing a quick search while not logged in will result in limited information about the event or location. For the more detailed information, log in prior to performing any searches.

WHAT’S HAPPENING TODAY?

NOTE: After you have chosen some favorite locations, What’s Happening Today will help you track events.

1. Log in to 25 Live.
2. Click on the drop-down menu in the What’s Happening Today field.



3. Locate your favorites and click.

LOG OUT OF 25 LIVE

1. When logged in, locate your name in the upper right-hand portion of the page.
2. Click the **Sign Out** button.