

## 25Live Event Scheduling | Overview

### Terminology

**event** – any scheduled activity, including meetings, classes, and both campus and student events (small, medium, and large)

**location/space** – any campus room or facility that can be scheduled for an event

**resource** – an individual asset, technology, service, or other item available within a location/space

**organization** – a department, unit, or other preconfigured group within the UTK community

**requestor** – the host of an event, or a representative from the host's organization

**scheduler** – the individual entering an event into 25Live

**starred items** – events, locations, resources, searches, and other items within 25Live that you have saved as favorites by selecting their star icon (★)

### Event Workflow

#### ① Scheduler requests the event

The scheduler or requestor submits an Event Form using any of these methods:

- Select the Event Form button in the top toolbar and complete the form
- On the dashboard, begin the process by finding a location to have an event when the date is known
- On the dashboard, begin the process by finding a day/time to have an event when the location is known
- Search for a location and/or resource to check for availability and start a request
- Search for a department or organization and start a request
- On the dashboard, Express Schedule an event in eligible predefined spaces

#### ② Approver reviews the event

The approver receives a notification of the event request and reviews it.

#### ③ Approver assigns or rejects the request

The approver accesses the associated task(s) to either:

- *assign* (aka *approve*) the location(s) and resource(s), or
- *reject* the location(s) and resource(s).

### Launching 25Live

Upon launching 25Live at [25live.collegenet.com/pro/utk](https://25live.collegenet.com/pro/utk), you will be:

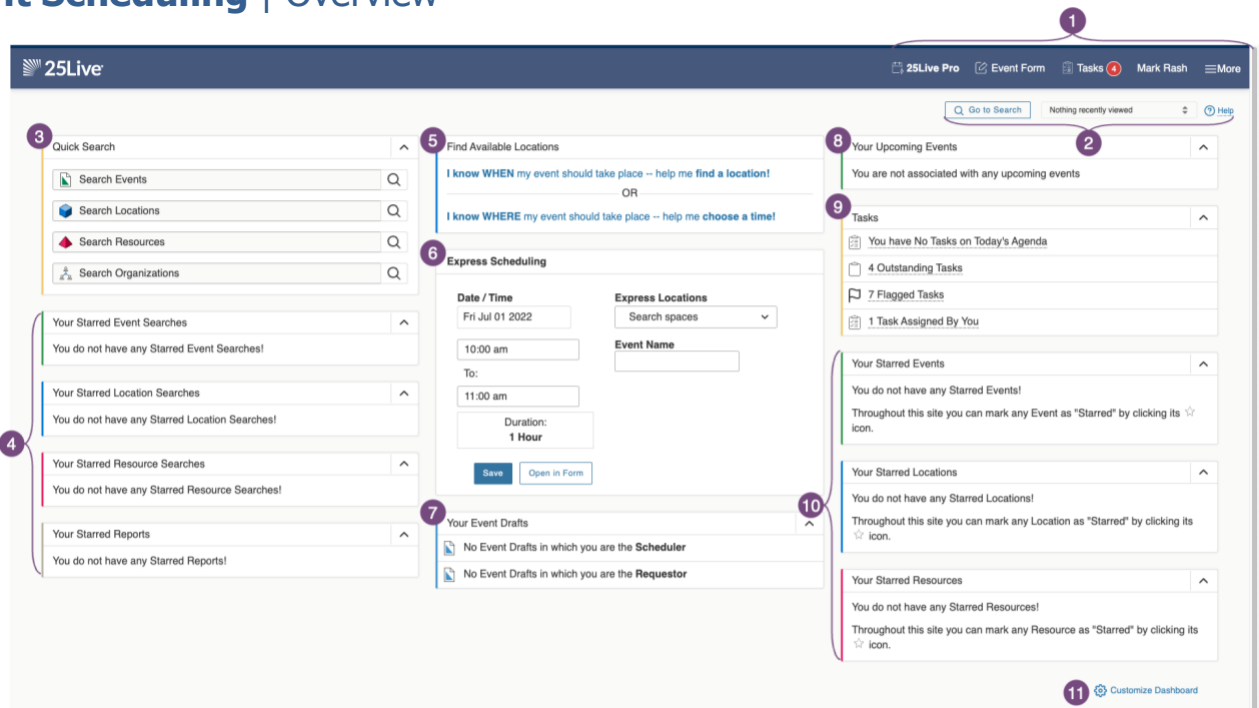
- prompted to sign in via CAS using your NetID, password, and two-factor authentication, and
- taken to either the dashboard (by default) or the last page you visited in your prior session (e.g., Search, Availability, etc.).

You can always return to the dashboard by selecting the **25Live Pro** button in the upper toolbar.



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### Dashboard



#### 1 Top toolbar

Navigate to:

- The 25LivePro dashboard
- A blank Event Form
- Your list of Tasks
- The More menu

#### 2 Search & Recent Items

- Go to the search screen
- Access recently viewed items
- Get help using 25Live

#### 3 Quick Search

- Search for events, locations, resources, or organizations by keyword

#### 4 Starred Searches & Reports

- Run an event, location, or resource search you have starred (★)
- Run a report you have starred

#### 5 Find Available Locations

Start drafting a new event based on:

- I know *when* — help me find *where!*
- I know *where* — help me find *when!*

#### 6 Express Scheduling

- Quickly schedule an event in eligible predefined spaces

#### 7 Your Event Drafts

Access unsubmitted event drafts where you are either the:

- Scheduler (*the individual creating the event in 25Live*), or
- Requestor (*the individual hosting the event*)

#### 8 Your Upcoming Events

- Access your scheduled future events

#### 9 Tasks

Link to lists of tasks that are:

- On your agenda for today
- Outstanding and assigned to you
- Flagged and assigned to you
- You have assigned to someone else

#### 10 Starred Events, Locations, & Resources

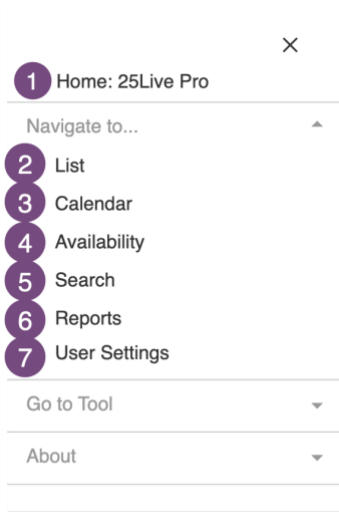
- Quickly access events, locations, or resources you have favorited (★)

#### 11 Customize Dashboard

- Fine-tune your dashboard view to your liking

## 25Live Event Scheduling | Overview

### The ☰ More Menu



#### 1 Home: 25Live Pro

- Return to the dashboard

#### 2 List

- Display a customizable list of events within your purview

#### 3 Calendar

- Display a customizable calendar of events within your purview

#### 4 Availability

- Display a customizable list of available for schedulable locations within your purview

#### 5 Search

- Access the search feature to find events, locations, organizations, resources, tasks, or contacts

#### 6 Reports

- Access reports (schedulers/approvers only)

#### 7 User Settings

- Customize your 25Live profile & preferences