25Live Event Management

Event Search
EVENT SEARCH

NOTE: Event search is available for all University employees and students without signing into 25Live. Logged-in users have many more options and access.

1. Sign into 25Live. You will be either on the Dashboard or the Calendar view. Choose the Dashboard view.

2. There are multiple ways to search for events from the Home tab of the Dashboard view.
A. 

**Quick Search**

Enter at least two characters of the event name, or the event code, or the CRN of a course you wish to look up in the blank field next to the paper icon and click Go.

All events matching the entered criteria will open on the Events tab. You can further refine the search by clicking on *More Search Options* next to the search field, change to a Calendar view, or click on its title for more information.

B. 

**Your Starred Events**

After creating and saving an event, 25Live offers the ability to star an events. This will allow direct access to your most commonly used or favorite events. Once again, click on the title to open the event details on an individual tab.
3. There are two ways to search for events from the Event tab.

A. Search for Events

Click in the Search by Keyword field and enter at least two characters of the event title, the event’s reference code or the CRN for a course to start the search.

B. Pre-Defined Event Searches

On the Pre-Defined Event Searches sub-tab you can search for events according to pre-defined search groupings of existing searches. First select a grouping, then pick a Search from the opening list, then click on Run. Results will open in a list or a calendar view.