25Live Pro Event Management

Event Search
EVENT SEARCH

25Live Pro Website: https://25live.collegenet.com/pro/coastal

1. Click on **Sign In** in the upper right-hand corner of 25Live Pro and login with your coastal.edu username and password. Once logged in, you will see the last page you were on in the system. Select **25Live Pro** at the top of the page.

1. There are multiple ways to search for events from the **25Live Pro** tab.
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 the magnifying glass to search.

All events matching the entered criteria will open on the Search page. You can further refine the search by clicking on More Options under the search bar, change to Calendar view, or click on the event’s name for more information.

B. Go to Search
Click on Go to Search

Ensure that the Select Object option is on Events. You can search in the Enter Event Search bar or choose from the Saved Searches dropdown.
C. Your Starred Events

After creating and saving an event, 25Live Pro offers the ability to Star an event. This will allow direct access to your most commonly used or favorite events. Once again, click on the name to open the event details on an individual tab.