

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.

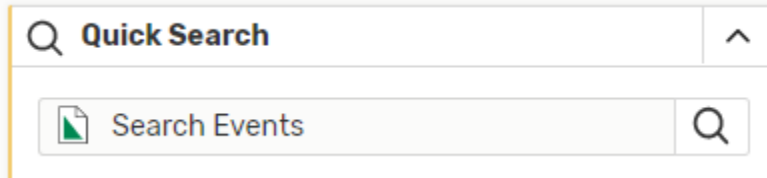
The screenshot shows the top navigation bar of the 25Live Pro interface. The bar is teal and contains the Coastal Carolina University logo on the left, the '25Live Pro' tab highlighted with a red box, and navigation links for 'Event Wizard', 'Tasks', 'Lauren Koonce', and 'More'. Below the navigation bar, there is a search area with a 'Go to Search' button and a 'Recently Viewed' dropdown. On the left, a 'Quick Search' panel offers options to search for Events, Locations, Resources, and Organizations. In the center, there is a 'Create an Event' button and a 'Find Available Locations' section with a text input field and an 'OR' separator. On the right, a 'Tasks' panel shows 'You have 1 Task on Today's Agenda', '2 Outstanding Tasks', '2 Flagged Tasks', and '0 Tasks Assigned By You'. Below the tasks, there is a 'Your Upcoming Events' section.

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

This screenshot is similar to the previous one but highlights specific search options with red boxes and letters. Box 'A' highlights the 'Search Events' option in the 'Quick Search' panel. Box 'B' highlights the 'Go to Search' button in the top navigation bar. Box 'C' highlights the 'Your Starred Events' section, which shows a 'Scheduling & Event Services Meeting' with a star icon. The rest of the interface, including the 'Create an Event' button, 'Find Available Locations' section, and 'Tasks' panel, remains the same as in the previous screenshot.

A. Quick Search

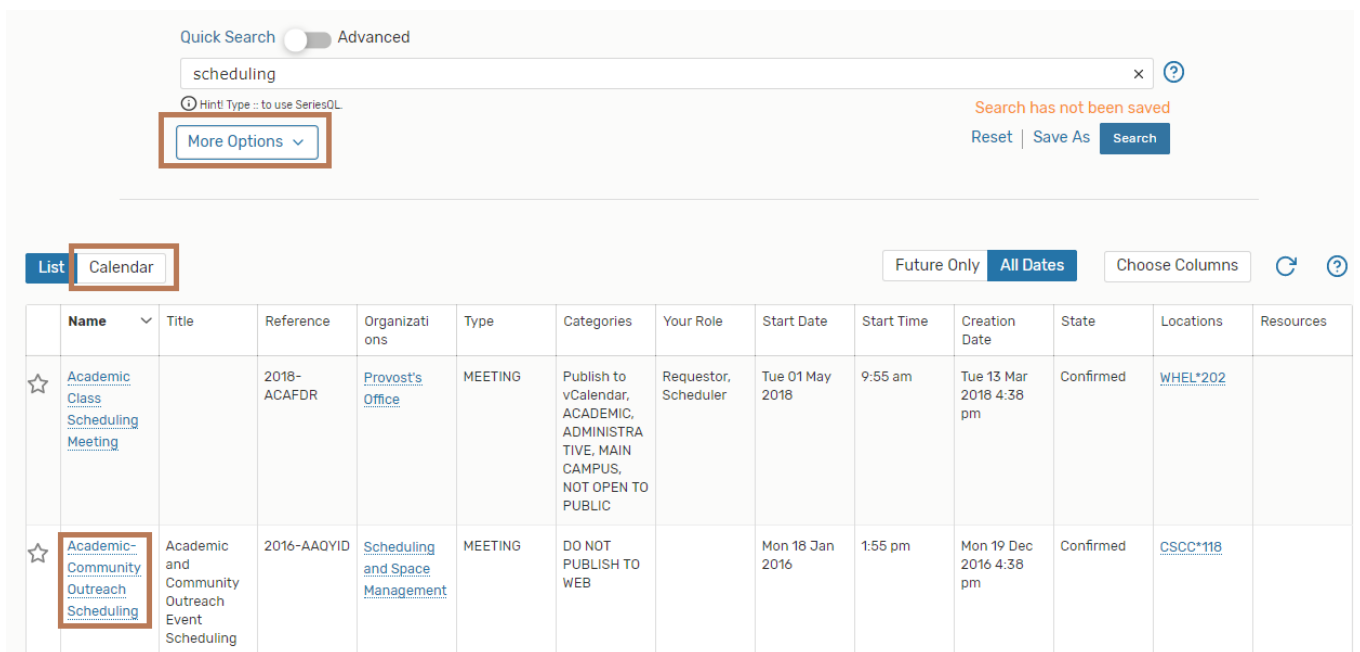
Enter at least two characters of the event name, or the event code, or the CRN of a course you wish to look up in the blank field next to the paper icon and click the magnifying glass to search.



Quick Search

Search Events

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.



Quick Search Advanced

scheduling

Hint Type :: to use SeriesDL

Search has not been saved

Reset | Save As Search

More Options

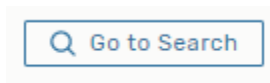
List Calendar

Future Only All Dates Choose Columns

Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Start Time	Creation Date	State	Locations	Resources
Academic Class Scheduling Meeting		2018-ACAFDR	Provost's Office	MEETING	Publish to vCalendar, ACADEMIC, ADMINISTRATIVE, MAIN CAMPUS, NOT OPEN TO PUBLIC	Requestor, Scheduler	Tue 01 May 2018	9:55 am	Tue 13 Mar 2018 4:38 pm	Confirmed	WHEL*202	
Academic Community Outreach Scheduling	Academic and Community Outreach Event Scheduling	2016-AAQYID	Scheduling and Space Management	MEETING	DO NOT PUBLISH TO WEB	Academic	Mon 18 Jan 2016	1:55 pm	Mon 19 Dec 2016 4:38 pm	Confirmed	CSCC*118	

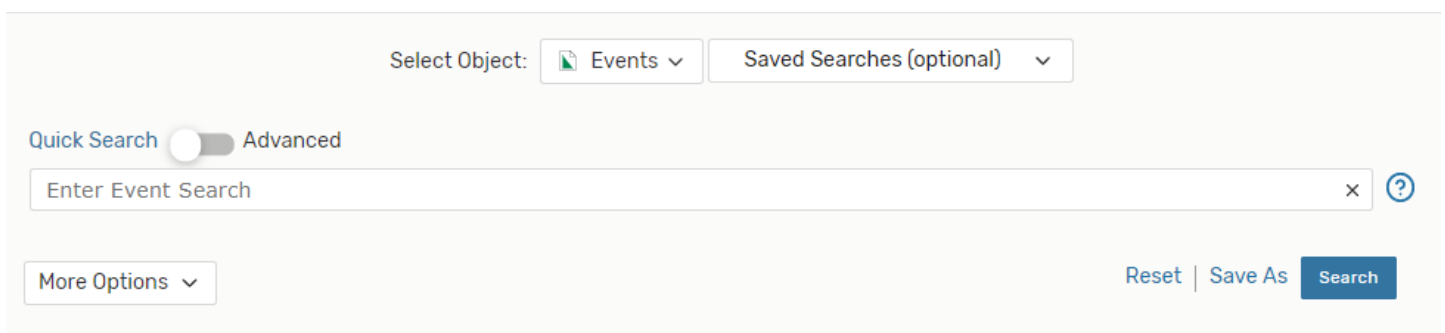
B. Go to Search

Click on **Go to Search**



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.



Select Object: Events Saved Searches (optional)

Quick Search Advanced

Enter Event Search

More Options

Reset | Save As Search

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.

