INTRODUCTION

***NOTE:*** Series25 is a scheduling utility Coastal Carolina University has implemented to help schedule, optimize and allocate resources. Part of the system runs in the background and assigns rooms to all scheduled sections that need space on campus. However, 25Live represents its public-facing component that allows users to request scheduling of spaces and events and search for a wide variety of information regarding rooms and events. Depending on your role, you have access to various features in the system.

1. Sign into 25Live. You will be on Home tab. You can switch between the Dashboard and Calendar view depending on your preference. Whichever view you used last is what will display the next time you sign in the system.

   **Dashboard vs. Calendar view**

   ![Dashboard vs. Calendar view](image)

2. **Dashboard view**

   The Dashboard view of the Home tab gives you direct access to event creation, event searches and location searches. All individual blocks can be expanded or retracted by using the plus and minus icons on the top right corner of the blocks. Use the refresh icon to update information.

   ![Your Starred Events](image)
   
   You do not have any Starred Events!
   Throughout this site you can mark any Event as "Starred" by clicking its ★ icon.
Event creation from the Dashboard:

NOTE: For more information about the event creation process, look up our Event Creation training manual on the Reservation Center website.

There are multiple ways to begin requesting an event.

The Find Available Locations block (A) can assist you in requesting an event reservation. It has two options available: “I know WHEN my event should take place – help me find a location!” and “I know WHERE my event should take place – help me choose a time!”

You can click on the Create an Event button (B). It will take you to the Event Wizard tab where you will be able to request events.

The Event Wizard (C) tab takes you directly to the event request system.
Event Search from the Dashboard:

NOTE: For more information about the event search process, look up our Event Search training manual on the Reservation Center website.

There are multiple ways to look up events.

You can start from the Quick Search block (A) and enter at least two characters of the event’s title, the event’s Reference Number, or CRN if you wish to look up a course.

You will star all of your events that you create until the event has passed. This will enable you to display them in the Your Starred Events block (B) and provide you with direct access to these from the Home tab.

The Event Tab (C) will take you directly to the events searches dash.
Location Search from the Dashboard:

NOTE: For more information about the Location search process, look up our Location Search training manual on the Reservation Center website.

Location search in 25Live works similar to event search. Enter at least two characters of the space name or number in the Quick Search (A) block and click on Go. It will display all results matching the entered criteria.

If you need quick access to certain rooms, click on the blank star next to the room name. These rooms will be displayed in the Your Starred Locations block (B).

The Location Tab (C) will take you directly to the events searches dash.
3. **Calendar View**

The Calendar view shows you certain events in a certain time period. You can set what type of events you wish to see and on what days.

![Calendar view diagram]

Click on the Showing (A) field’s drop down arrow to limit the events to your preference and then click on Dates (B) to change the time period. You can open any events or locations from here by clicking on the blue titles.

You can also start creating an event by clicking on the paper with a pen icon (C) displayed on the bottom of the event list for every day.

4. Individual tabs uses:

- **Home** tab: Redirects back to the dashboard
- **Event Wizard** tab: Opens an event wizard to request an event
- **Events** tab: Allows you to search events and opens up events on a separate sub-tab
- **Locations** tab: Allows you to search locations and opens up locations on a separate sub-tab
- **Resources** tab: Displays recently viewed resources
- **Organizations** tab: Displays recently viewed organizations