

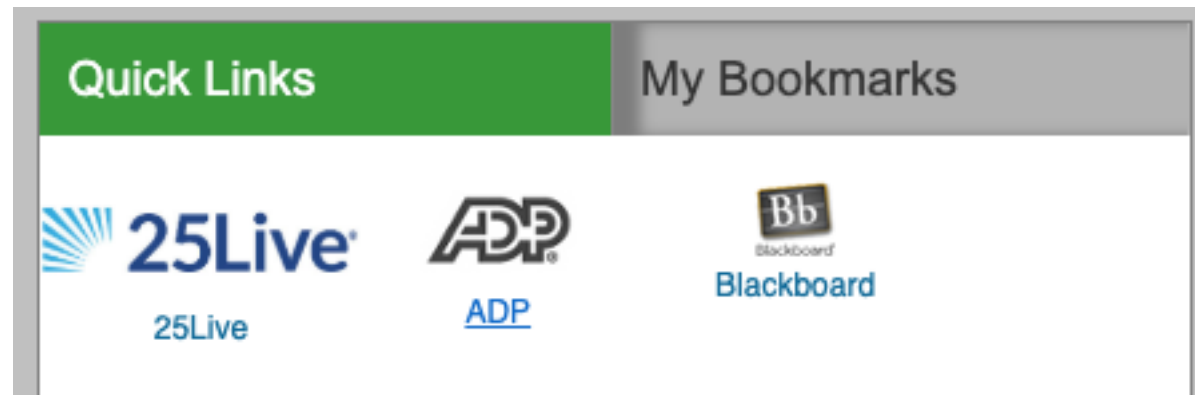
25Live Scheduler Quick Guide

Tip: Use Chrome, Firefox, Safari, or Edge. Internet Explorer is not supported.

This Quick Guide will show you how to:

- Log in
- Create an Event
- See Available Locations
- Find Resources

Start with MyMcDaniel (my.mcdaniel.edu) and select the 25Live QuickLink. You will need to authenticate separately into 25Live:

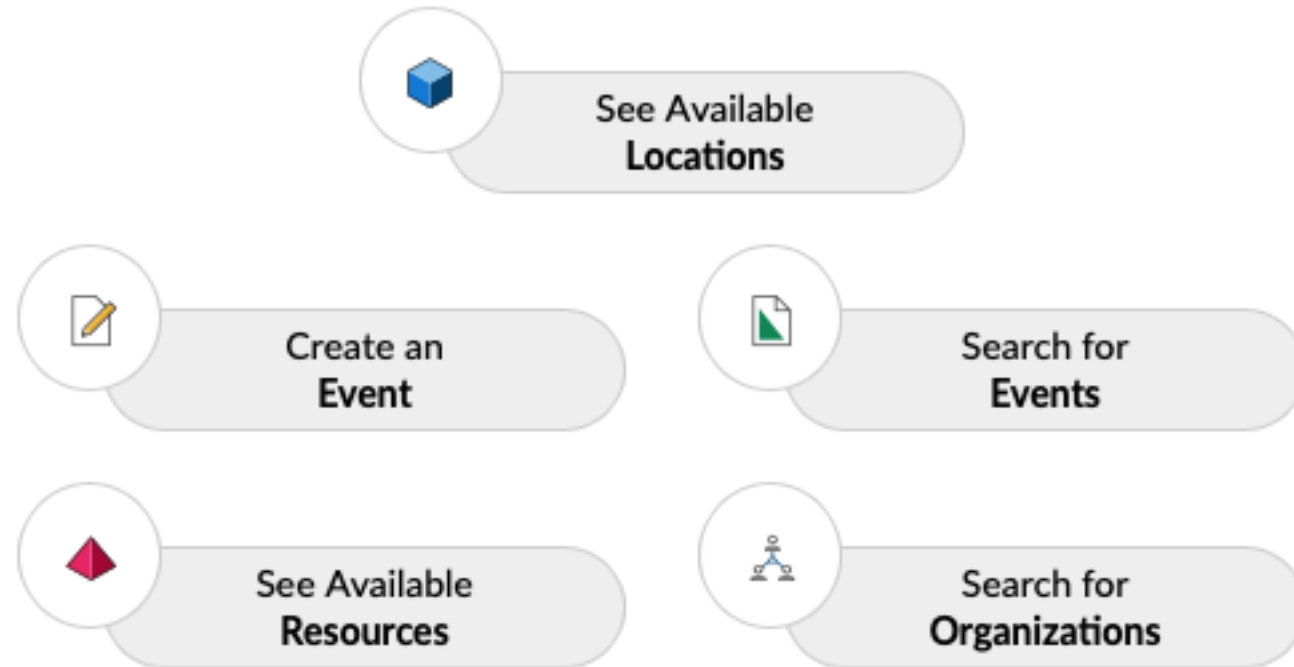




Sign in to your account

[Forgot Password](#)

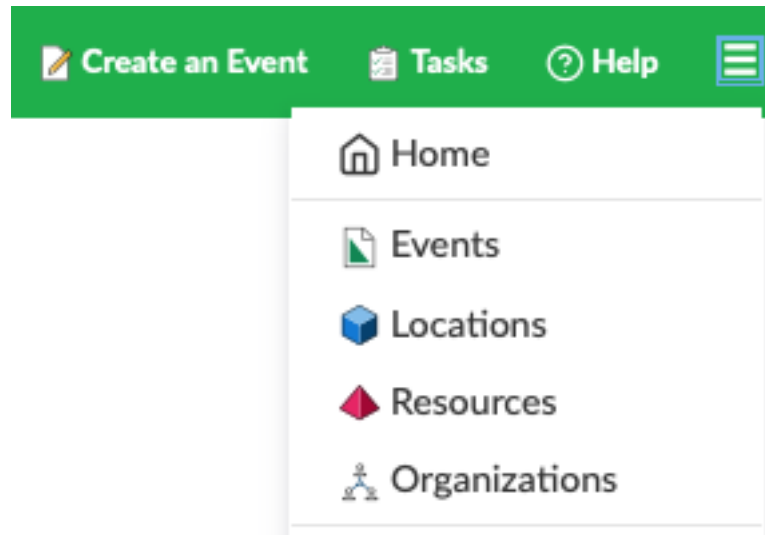
Once logged in, you are presented with the following choices:



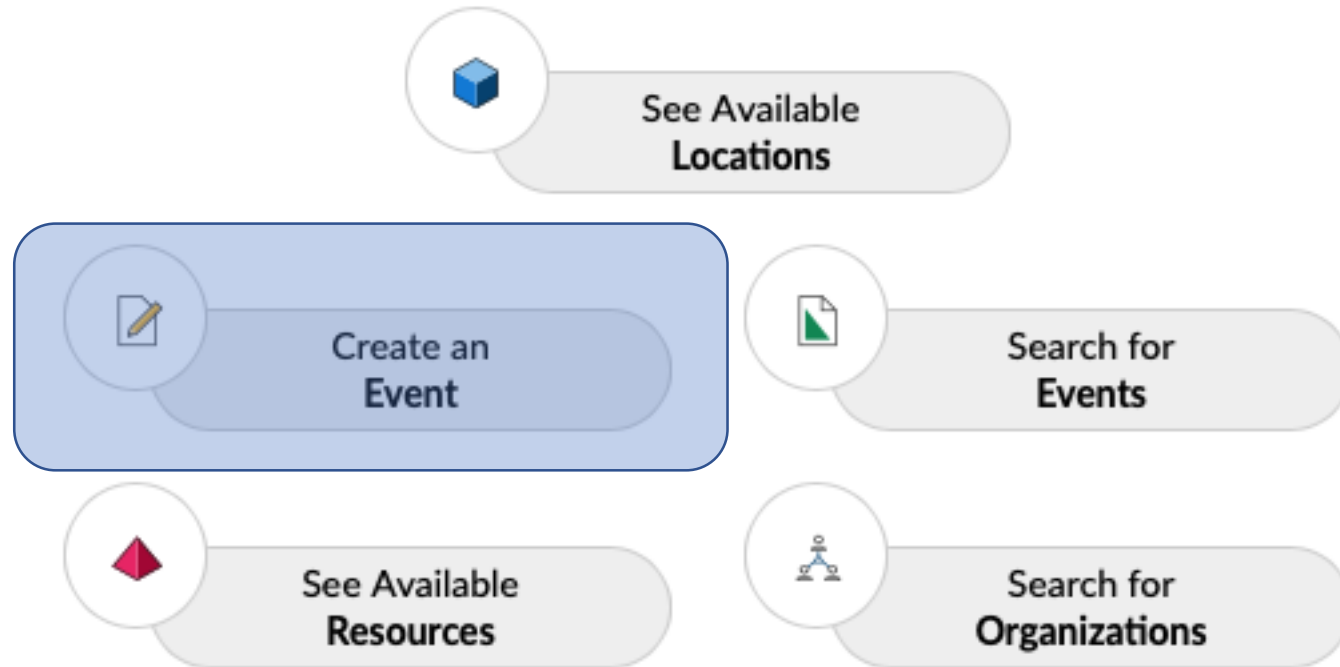
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You can always return to this main page using the Home selection under the drop-down on the upper right portion of the screen



Most often, you will start with “Create an Event”:



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Please make your best effort to complete as much of the information as requested when scheduling your events.

Event Name

Your **Event Name** has a limit of 40 characters and is the result returned by events searches in 25Live. As it is shorter, it fits best within the event search results window.



This field is required.

Event Title for Web Calendars

Your **Event Title for Web Calendars** will be published on the college events calendars built from your 25Live event data. The **Event Title for Web Calendars** is up to 140 characters long giving you more space to supply an interesting title. Internal abbreviations are not recommended. If you choose to not enter a Title, the Event Name will be used on event calendars.



Event Type

The **Event Type** is an extremely important element of events in 25Live. Please select the event type that matches the event you wish to hold on campus. The **Event Type** determines what questions will appear in the **Additional Event Information** that appears later in the event wizard.

Note: Changing the Event Type may update selections for the following: Custom Attributes, Categories, Contact Roles, Requirements, Publish to Calendar.



Answer the questions,
then click on Save

Cancel

Save

You will see the summary of your event built on the left side of the screen

IT Department Meeting

IT Department Meeting

Meeting

10 Attendees Expected

Departmental training

Tue Jun 25 2019

4:00 pm - 5:00 pm

 **MRT*101**

B. Are you serving outside food?; D. Do you have special needs?; A. Will you need catering?



Scheduler



Lawlor, Andrew

Requestor

Do Not Display on Published Calendars

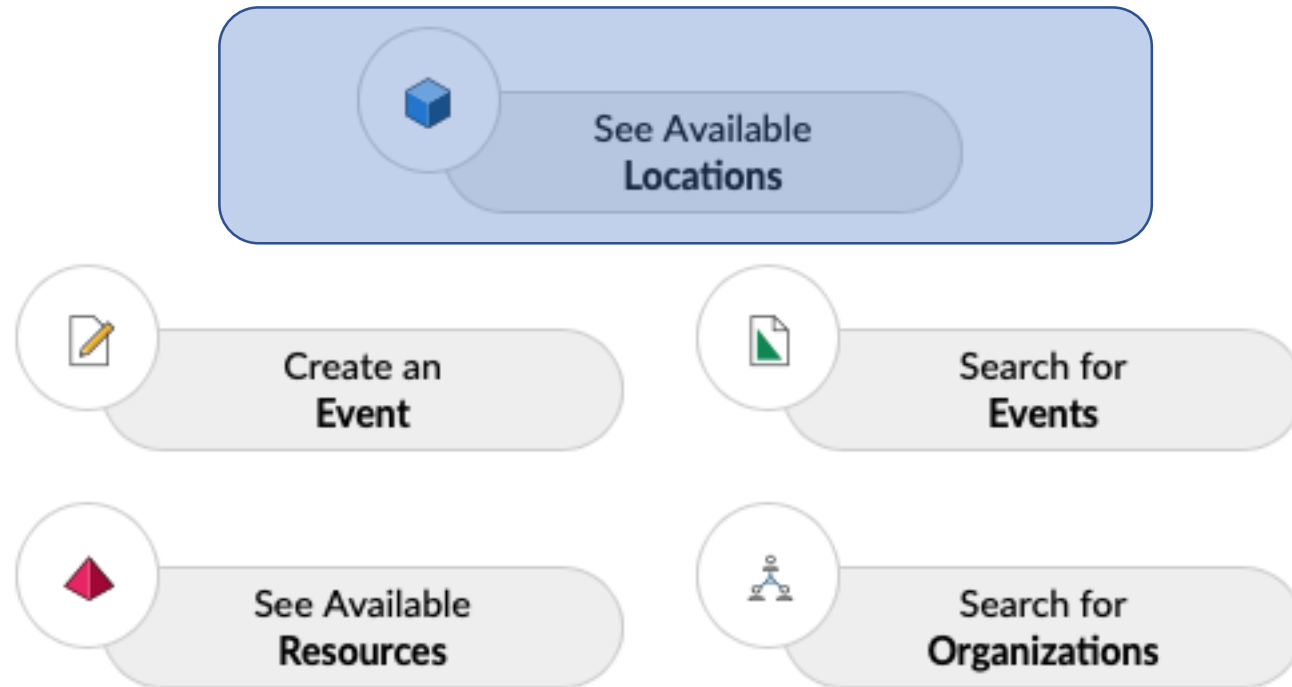
A. No additional needs for this event.

 **Tentative**

ID: 2019-AAASQQ

Done!

Another option is to use “See Available Locations”



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Find Locations by Name



Select Existing Search ▾

Public Location Searches

All Labs

No S

All Locations

Athletic Facilities and Fields

Conference Rooms

General Use Classrooms

Multipurpose Locations

Outdoor Locations

Performance and Auditorium Locations

Practice Rooms

Seminar Classrooms

Studios

Study Rooms

Your Starred Location Searches

Hoover Library Locations

Type in a known location or
use the existing searches:

Once you find a location, you can view its upcoming schedule, the events scheduled in the space, a summary of the space, and its layout (photo)



Reserve It

[Schedule](#)

[Events](#)

Summary

[Layouts](#)

Map



Max Capacity

25

Features

- AV - Data Projector, Ceiling Mounted
- AV - LCD Display
- AV - Printer
- AV - Smart Box/Instructor's Station
- Board - Smart
- Board - White
- Computer - Mac
- Map Set
- Software - Foreign Language
- Windows

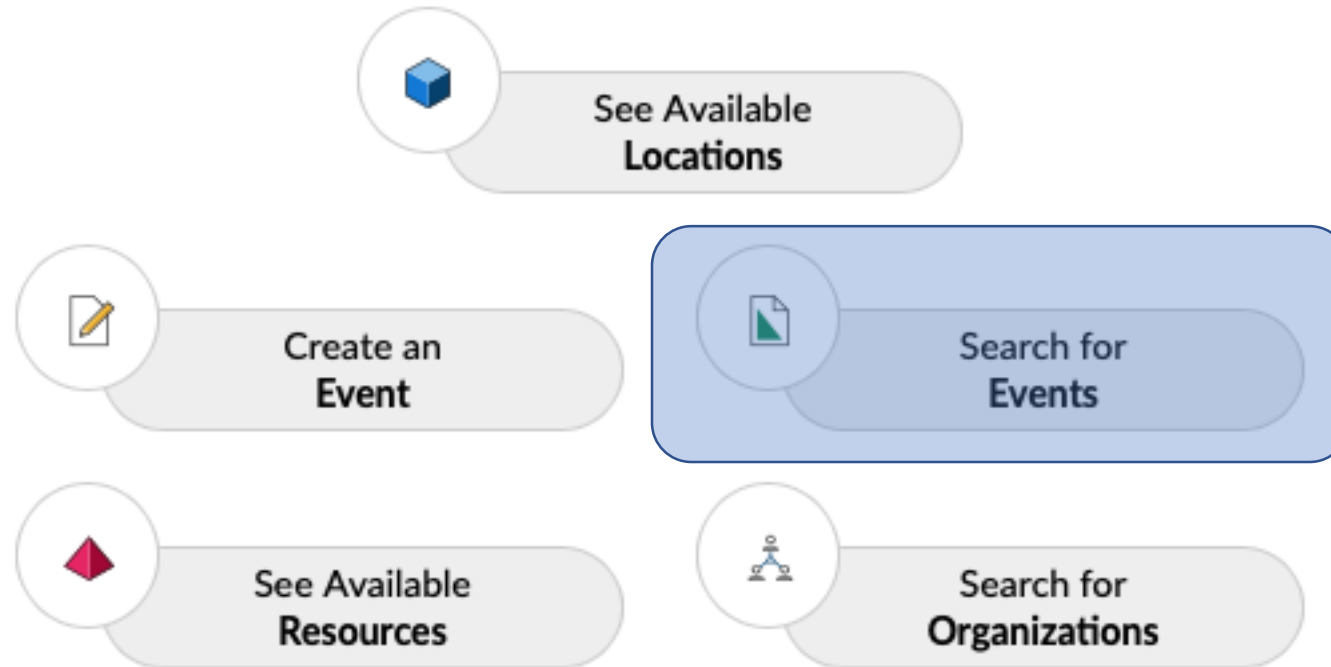
Categories

- Building - Baker Memorial Chapel (Big Baker)
- Type - Classroom, General Use
- Type - Lab, Foreign Language

Custom Attributes

- Fire Code Maximum Occupancy: 25
- Latitude: 39.583595
- Longitude: -77.002057
- X25 Building: Baker Memorial Chapel (Big Baker)


To view your existing reservations, use “Search for Events”



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Here is an example of a reserved event:



 Find Events by Name × 🔍

Events in which you are the Requestor ▾

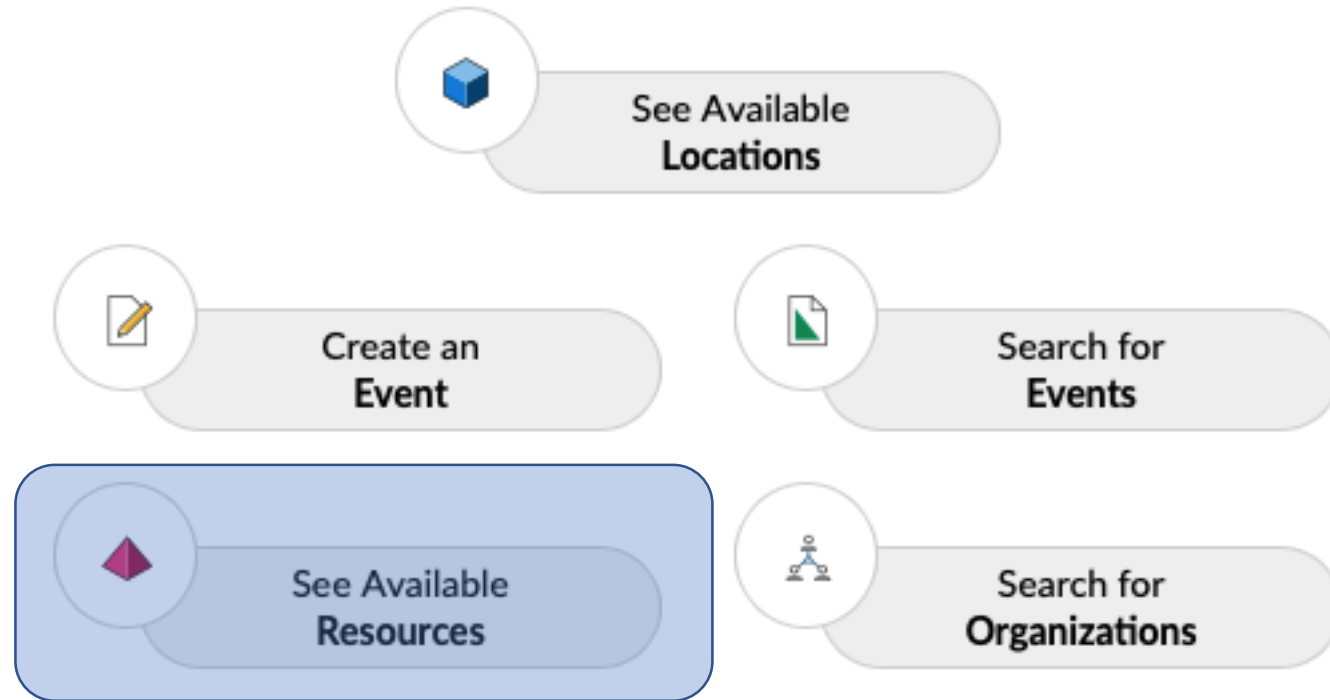
Searching [All Events](#)

 1 Matching Event



Event Name ▾	Event Title	Event Profile	Event Locations	Actions
 IT Department Meeting	IT Department Meeting	Jun 25, 2019, 4:00PM – 5:00PM	 MRT*101	Edit

If you want to have resources brought into the room, use this option:



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Find Resources by Name



Select Existing Search ▾

Public Resource Searches

Calendars

No S

Furniture Resources

Media Resources

Security Resources

Your Starred Resource Searches

Media Search



25Live

More learning resources are forthcoming.
Questions may be directed to the IT Help Desk
at 410-871-3390 or helpdesk@mcdaniel.edu