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:

Tip: Use Chrome, Firefox, Safari, or Edge. Internet Explorer is not supported.
Sign in to your account

Username  
Password  
Sign in

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

- See Available Locations
- Create an Event
- See Available Resources
- Search for Events
- Search for Organizations

25Live Pro • Privacy Policy • What's New

© 2015 - 2019 CollegeNET, Inc.
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”:
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 calendar 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.

*This field is required.*

**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.

*This field is required.*

**Note:** Changing the Event Type may update selections for the following: Custom Attributes, Categories, Contact Notes, Requirements, Publish to Calendar.
You will see the summary of your event built on the left side of the screen.
Another option is to use “See Available 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).
To view your existing reservations, use “Search for Events”
Here is an example of a reserved event:

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Event Title</th>
<th>Event Profile</th>
<th>Event Locations</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT Department Meeting</td>
<td>IT Department Meeting</td>
<td>Jun 25, 2019, 4:00PM – 5:00PM</td>
<td>MRT*101</td>
<td>Edit</td>
</tr>
</tbody>
</table>
If you want to have resources brought into the room, use this option:
More learning resources are forthcoming. Questions may be directed to the IT Help Desk at 410-871-3390 or helpdesk@mcdaniel.edu