25Live Event Requestor Tip Sheet
Welcome to 25Live, the face of event planning at GRCC!

This document is intended to provide helpful tips and an overview of the features in 25Live that will make the task of creating events fast and efficient.

Updates to this document will be available at grcc.edu/25live

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GRCC 25Live Event Planning

General Tips
1. Recommended browsers: Firefox or Chrome
2. 25Live website: https://25live.collegenet.com/grcc
3. Log in with your GRCC network username and password. Your username should always be entered in lowercase.
4. Maximize your browser window to make best use of the environment.
5. Do not navigate 25Live using the browser Back and Forward buttons. 25Live remembers your settings and content in open tabs when you are logged in so you can edit multiple events and run searches simultaneously.
6. 25Live makes use of popups. You must allow popups from 25live.collegenet.com
7. Always Sign Out when done to clear your session cookie.
8. Most problems can be solved by resetting your browsers cache. Start there when experiencing problems, or switch to another browser. Call IT Help at 234-HELP for technical assistance.
Dashboard

The Dashboard is your home screen for 25Live.

1. Click Preferences to customize how your 25Live environment displays information. A

2. You can rearrange the module boxes on your Dashboard to meet your needs.
   2.1. Drag and Drop them into position
   2.2. Click the Customize Dashboard button to add or remove modules you are not using. B

3. Collapse Dashboard boxes to speed up the Dashboard load time. Each box is a search that runs when the page loads. Having the boxes closed means that 25Live will not take time loading the list until you expand the box. C

4. Click the Refresh buttons on dashboard boxes and other locations in 25Live to update results.
Help Options

There are a number of on-screen options in 25Live to assist you.

1. The **Footer** at the bottom of the screen gives quick access to:
   1.1. Use the **Icon Legend** to familiarize yourself with 25Live symbols and terminology.

2. **Tool Tips** are on by default. Tool Tips appear when you hover over certain elements in 25Live.
3. **Text Size** controls the relative font size within 25Live.
4. Click **Help** to launch instructions pertaining to your current view in 25Live.
Search Tools and Event Wizards

There are tools to quickly search existing events and locations, as well as help you in scheduling your event at GRCC.

1. **Quick Search** is the fastest way to search for an existing Event, Location or Resource if you remember something about an event (such as the name or building), but are not the original creator of the event.  
   *This is especially helpful for quick wayfinding when assisting students or a lost coworker. ;-)*

2. **Find Available Locations** asks you to answer one of two questions based on what you already know about the event you want to create, and assists you with the time and space selection. This feature autofills many parts of the Event Wizard for you and saves considerable time scheduling an event.

3. **Create an Event** launches the Event Wizard (Same action as clicking the Event Wizard tab). This wizard walks you through the entire process of creating an event from scratch.
Starring

Starring an item in 25Live makes it appear first in Event Wizard lists, and significantly speeds up event creation. You can Star: Events, Locations, Resources, Contacts and Organizations.

1. Star anything that you use frequently. Your Starred items are always the top result in any list.
2. Use Your Starred Locations to check availability of your favorite meeting spaces right from the Dashboard. Click: “See when these locations are available.”
Calendar

The Calendar tab provides a familiar view for quick access to events on campus.

1. Displays the results of any public or personal search.
   1.1. Use **Public Location Searches** for student wayfinding.
   1.2. See the availability of your **Starred** events and locations.

2. Change the range of events to display by clicking in the **Dates** area.

3. Remember to click the **Refresh** button if your results are not updated.