This is an overview of 25Live Pro’s functions. For more detailed information, please click on the Link on the top right of your window.

The web address is https://25live.collegenet.com/pro/usca#! I suggest bookmarking it for future reference. The link will also be available on the A-Z/FORMS INDEX on the USC Aiken website. You will use the same log in credentials that you used for 25Live Classic.

Select the Sign In link > Enter your network username and password. Select Sign In
If you need to change your password, select the 
More > Select Preferences > Select change Password.

Preferences
Edit Contact Info
Change Password
Date/Time Preferences

Change Your Password

New Password: 
Confirm New Password: 

Passwords may contain only letters, numbers and underscore characters.
You can create events a number of different ways. Under Find Available Locations, select “I know WHEN my event should take place -- help me find a location!”

Or select Event Form from the header

Or select Create an Event

Select Event Form (or one of the other options above) to begin creating your event.
Required fields are marked as such. If you place your mouse on the icon, information about that field will be displayed.

**Event Name** - Required

This field is limited to 40 characters.

Test Case

**Expanded Event Name**

Use this field if your Event Name is more than 40 characters.

**Event Type** - Required

Workshop / Training

**Sponsoring Department** - Required

Enter the letters AIK and then search to find the department for which you are making the request.

Admissions - AIK

**Expected Attendance** - Required

10

**Event Description**
All reservation requests must be made at least three days in advance of the actual event. The date defaults to the earliest date a reservation can be made (today is Oct. 30). If I attempt to add an event for Oct. 31, the date will not change and this message appears: *The chosen value causes dates to fall outside allowable bounds (Sat Nov 02 2019 - Tue Dec 31 2019)*
### Event Date and Time

- **Sat Nov 02 2019**
- **1:00 pm**
- To: **2:00 pm**

- ✔️ This event begins and ends on the same day

### Additional time

<table>
<thead>
<tr>
<th>Setup Time</th>
<th>Pre-Event Time</th>
<th>Post-Event Time</th>
<th>Takedown Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 Days</td>
<td>0 Days</td>
<td>0 Days</td>
<td>0 Days</td>
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<tr>
<td>2 Hours</td>
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<tr>
<td>0 Minutes</td>
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</tr>
</tbody>
</table>

- Setup: 2 Days
- Takedown: 2 Days
You can pick your repeating pattern by selecting the dates on the calendar or select if you select the Repeating pattern, a ‘Pattern Picker’ box will be displayed and you can choose how the event repeats: Ad hoc, daily, weekly, or monthly.

**Pattern Picker**

How does this event repeat? [Weekly]

Repeats every

week

Repeats on

- Sun
- Mon
- Tue
- Wed
- Thu
- Fri
- Sat

- Repeats through

Sat Nov 30 2019

- Ends after

1 iterations
Locations

Enter Building Name in the Search locations box

Unavailable - Indicates that you do not have access to reserve a specified location or the location is blacked out for some of the dates selected.

Reserve

Location is free of all conflicts for dates and times selected.

Reserve Available | BUSSDEU 102 | Business and Education Room 102 | 17 | 5/9 | Conflict Details

This view states the room is available for five of the nine dates selected. You can select the ‘Conflict Details’ link and it will show what is currently scheduled in the location.

Once you select your location it will appear below your search criteria.

Resources

Resources are services or items needed for your event. Examples include: equipment not already in the location i.e. podium, tables & chairs, etc. Services could be Public Safety, Food Service, Operations, Marketing, Media, etc. For catering requests, contact Terrie Tyson at 803-641-3596 or order directly from CaterTrax. Public safety must be notified seven days in advance if more than 100 guests are expected. Use the Reserve (or Request) button to make selections. You may choose one or more available resources for your event. Enter the amount in the Add column. Select Reserve. Click on View/Modify Occurrences to select or change the quantity of the item you need. Use the 'Instructions' box to describe how you would like the room arranged. Once your event has been approved for ICE credit, please edit your event, access the Resources section and add the AIK –ICE Event Request resource. This will ensure that the event is displayed on the ICE Event calendar. Select AIK- ICE Event Request as a resource.

Some resources are assigned to specific locations.
Categories determine which calendar the event will be displayed on. If you choose ‘Don't Display on Published Calendars’, the event will only appear on the Master Calendar.

Once you have entered all the necessary information, you can preview what you have entered by selecting the “Preview” button. If you satisfied with the information entered, select Save.

A Notification Message will appear and your event will be displayed.
By selecting More Actions, you can Email Event Details
You can send files or pictures, provide more instructions, etc.
You can view events you created under the ‘Your Upcoming Events’ section on your dashboard.
Tasks are approved, but the events are typically not ‘Confirmed’ as edits cannot be made if the event is in a ‘Confirmed’ state.

This view:
Search location availability
Star often used locations, save searches
Shows the difference between an academic course and a special event. A location that is blacked out.
Select the event title and it will open up the details of the course or event.
Below is a link provided by CollegeNET with additional steps for creating events:
https://knowledge25.collegenet.com/display/25HELP/Creating+Events+With+the+Event+Form.