25LIVE PRO QUICK REFERENCE GUIDE

Google Chrome and Safari (for OS X and iOS users) are the recommended browsers for accessing 25Live Pro. Users are strongly discouraged from using Internet Explorer and Mozilla Firefox.

SIGNING INTO 25LIVE PRO

Address: https://25live.collegenet.com/pro/rowan
• 25LIVE is accessed using a Rowan username and password.
• Click Sign In in the upper right-hand area of the page.

CHECKING LOCATION AVAILABILITY

• Click ☰ More in the upper right-hand area of the page.
• Click Locations in the Select Object drop down menu

To search by keyword, use the Enter Locations Search tab.
To search by specific criteria, click the More Options drop down menu.

• TIP: Categories provides listings by building name (i.e. Bunce Hall) and location type (i.e. Computer Lab).
• Once the locations are displayed, make your selection and choose your desired date using the date link.

PERFORMING A QUICK SEARCH

• Navigate to the home page by clicking 25Live Pro in the upper right-hand side of the page.
• Locate the Quick Search field on the left side of the page.

• Enter any part of the Event name (i.e. Blood Drive or Reference Number), Location name (i.e. Rowan Hall) or Organization Name (i.e. Conference & Event Services) into the appropriate box.
• After locating the desired event, location or organization, the search results can be expanded by clicking on the name of the event, location or organization.
• Click on the Date picker to select your desired date if necessary.

CHECKING THE STATUS OF A REQUEST

• Locate Your Upcoming Events in the center of the page.

• Click the link for events in which you are the Scheduler.
• Click the blue List tab and select the desired Event Name.
• Click the Details Tab.
• The status of the location and/or resource requests will be shown within the General box.
• If the event is multiple dates, click the Occurrences tab to see all dates listed.

FINDING AVAILABLE LOCATIONS

• Select the Find a Location search option for real-time availability.
• Input the date, times, attendees, and desired location search
• Click Show me what’s available.

EDITING AN EVENT REQUEST

• After locating your event (see Checking the Status of a Request section), click the More Actions drop down menu on the right hand side of the page.
• Click Edit Event

• Proceed through the Event Reservation Wizard and make all necessary changes.
TIP: If the dates or times are changed, be sure to re-select any and all location or resources associated with the event.
• Save the Event.
• To exit and close the event, click the red X in the right-hand corner of the event page.

SIGNING OUT OF 25LIVE

• When signed in, the user’s name will appear in the upper right-hand portion of the page.
• Click ☰ More in the upper right-hand area of the page.
• Select ☰ Sign Out