

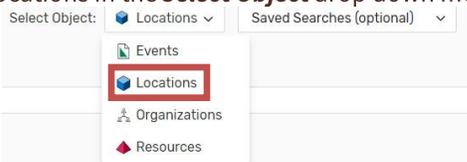
Google Chrome and Safari (for OS X and iOS users) are the recommended browsers for accessing 25Live Pro. Users are *strongly* discouraged from using Internet Explorer and Mozilla Firefox.

SIGNING INTO 25LIVE PRO

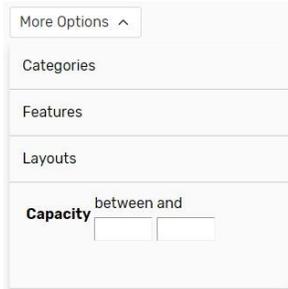
- Address: <https://25live.collegenet.com/pro/rowan>
- 25LIVE is accessed using a Rowan username and password.
- Click **Sign In** in the upper right-hand area of the page.

CHECKING LOCATION AVAILABILITY

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



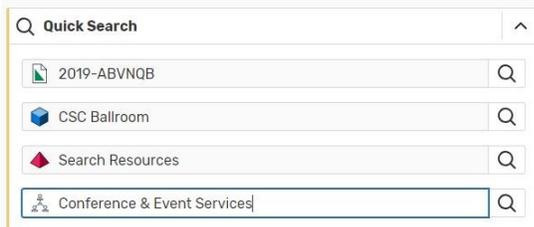
- To search by keyword, use the *Enter Locations Search* tab.
- To search by specific criteria, click the **More Options** drop down menu.



- TIP: Categories** provides listings by building name (i.e. Bounce 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.
-  indicates pending assignments.
-  indicates approved assignments.

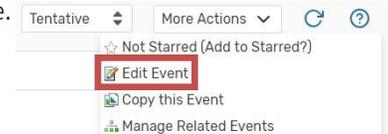
FINDING AVAILABLE LOCATIONS



- 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