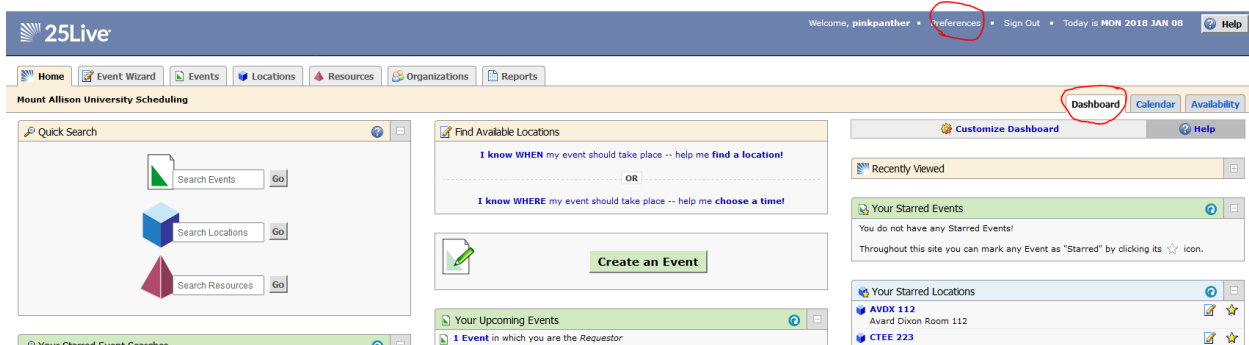


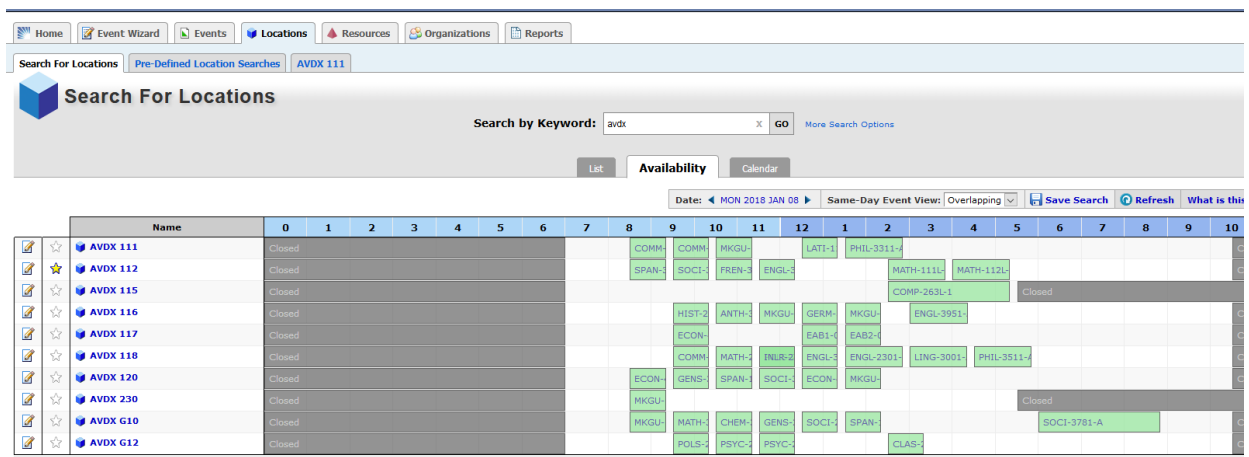
Tips & Tricks – Getting Set Up

The following tips and tricks will help you navigate 25Live and enable you to tailor your home screen to meet your needs and preferences.

Set your home screen and preferences – 25Live has three options for the home screen: dashboard, calendar and availability. Dashboard is the recommended default. 25Live is a “sticky” web application so it remembers your settings and views from your last visit. To set your date/time preferences click on “preferences” next to your username, You can also customize the look of your home screen by clicking and dragging the coloured bars and placing them where it makes most sense for your needs. If you don’t want to use all of the features you can click on the “customized dashboard” button and drag items there – they will disappear from your home screen. If you wish to retrieve them you can drag them back.



Star your frequently used spaces – 25Live will allow users to set up any number of your frequently used spaces on campus. Click on location in the quick search box in the home screen and then enter the building name. All bookable rooms will appear. Colour the star on the left hand side of the rooms you wish to select. You will find a list of building names at the end of the guide.



When you have selected your rooms return to the home page, click the refresh button and your list of starred locations will appear as below:

If you click the “see when these locations are available” option in the bottom bar of the box you will see your list of starred spaces with their availability and closing/opening times.

Name	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14
AVDX 112	Closed														
CTEE 223	Closed									SPAN- CHER	SOCCL- PSYC	FREN- FREN	ENGL- ENGL	MATH-111L MATH-112L	Closed
MCCN 111	Closed														
MCCN 125	Closed														
PCCA 103	Closed														Closed

Star your frequently used resources – 25Live allows users to set frequently used resources. (Just to explain – “resources” are the services or equipment that are brought to the room; “features” are equipment that is installed in the room. For example, some rooms have data projectors installed so you don’t have to request it as a resource in 25Live.) To set resources click on resources in the quick search box in the home screen and then enter the resource type. Colour the star on the left hand side. When you have finished selecting your frequently used resources return to the home screen, click the refresh button on the starred resources box and your selections will appear. Your starred resources will appear at the top of the list when creating your bookings.

Star your frequently used organizations – all academic/administrative departments and offices, committees and student clubs/societies are set up in 25Live as “organizations” for the purposes of event ownership. If you frequently book events for a University committee or department you can search for them in the Organization tab. Colour the star on the left hand side. Your starred organizations will appear at the top of the drop down list when creating future bookings.

Home | Event Wizard | Events | Locations | Resources | Organizations | Reports

Search For Organizations | Pre-Defined Organization Searches

Search For Organizations

Search by Keyword: engl X GO [More Search Options](#)

List Calendar

Choo

Name	Title	Type
ENGL	English	Academic Departments
ENGLISH DEPARTMENT		Academic Departments
ENGLISH SOCIETY		Student

(Just to explain organizations further – in the example above you see three items in the list for English. When selecting academic type organizations do not select the four letter code as this is used for classroom assignments for academic classes. Select “English Department” as your group. Academic clubs and societies could also be selected if you are the user that frequently books events for them.)

Star your frequently used event types – a number of event types are set up in 25Live to help users, BookIt and service providers work as a team to ensure successful campus events. Meeting types can be starred in the event wizard used when creating your booking. Starred event types will appear at the top of the drop down list when creating future bookings.

Home | Event Wizard | Events | Locations | Resources | Organizations | Reports

XX Meeting | New Event...

XX Meeting
Guest Speaker
Primary Organization for this Event

Date Restrictions
Event occurrences that you create are restricted to:
• At least 1 day from today

Start by entering the basic event information.

Event Name: XX Meeting ✓

Event Type:
 Guest Speaker ☆ ✓
 Meeting ☆ ✓
 Athletic Game / Meet ☆
 Athletic Practice ☆
 Banquet ☆
 Calendar Announcement ☆
 Camp ☆
 Campus Visit ☆
 Conference ☆
 Convocation ☆

Back Next

Star your planned events – Starring your own events helps users keep track of details and provides a list of all future events for easy reference. To star your events click the details screen after you have submitted the draft of your event request. Click on “More Actions” and choose the “Not Starred (Add to Starred?)” button at the top of the drop down list. When your event is over you can “unstar” the event from your Starred Events box.

Home | Event Wizard | Events | Locations | Resources | Organizations | Reports

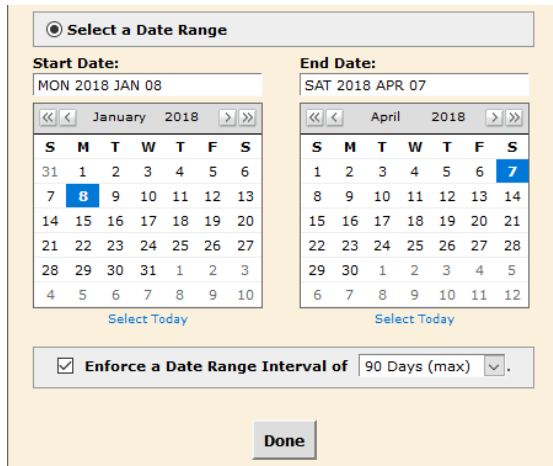
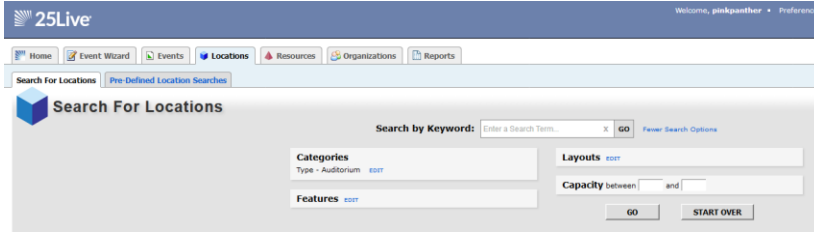
Search For Events | Pre-Defined Event Searches | Foam Party

Foam Party

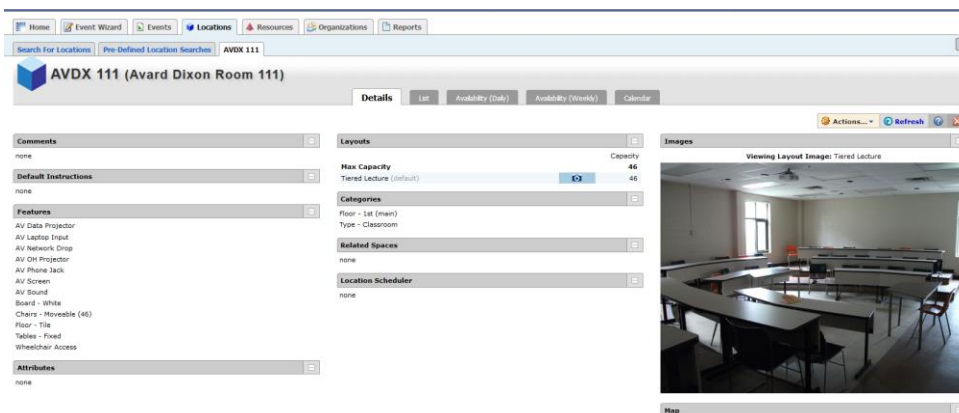
Details Calendar More Actions...

Event Details		Event Preferences	
Event Name:	Foam Party	Event Occurrences	
Event Type:	Meeting	Date:	TUE 2018 JAN 09
Reference:	2018-AJZZCF	Start Time:	11:00 am
State:	Confirmed	End Time:	12:00 pm
Organization:	ADMINISTRATIVE SERVICES	Additional Details:	FARM (4 resources awaiting approval)
Scheduler:	BookIt, MTA		
Requestor:	jinkparther		
Head Count:	0 expected 0 registered		
Comments:	testing		
Event Owner:	BookIt, MTA		
Creation Date:	MON 2018 JAN 08		

Create space searches to check availability and possible competing events on campus – this feature will help find the best date and time if you are organizing an event for a large number of attendees or if you want to avoid a large event to increase the attendance at your event. You can create individual searches tailored to your needs. In the location search screen click “More Search Options” for choices category (type) of spaces, features, layouts and capacities. Choose your options and click “Go.” 25Live will run a search based on your criteria. You have the option to save and star this search for future use. You can also choose to run your search for a range of dates as below. Running a search for 90 days will give you a view of a number of spaces over that period of time.



View information about a location – to check details about a space to ensure it is the best option for your event you can right click or double click on the name of the space.



25Live Locations with Abbreviations

Building Name	Abbreviation
Athletic Center	ATHL
Avard Dixon	AVDX
Barclay	BARC
Bennett (CSD)	BENB
Centennial Hall	CENT
Chapel	CHAP
Music Conservatory	CONS
Convocation Hall	CONV
Crabtree	CTEE
Sir James Dunn	DUNN
Facilities Management	FACI
Flemington	FTON
Hart Hall	HART
Jennings Dining Hall	JENN
Library	LIBR
Wallace McCain Student Centre	MCCN
Owens Art Gallery	OWEN
Purdy Crawford Centre for the Arts	PCCA

25Live Resource Categories

AV	Audiovisual equipment and services
DS	Dining Services
FM	Facilities Services
BS	Bar Services
ES	Event Services Staff

Questions? Visit our [website](#) for our event planning guide. You can also email bookit@mta.ca or call 364-2251 for assistance.