Navigating 25Live Pro

(Public View)

Public View of 25Live

- Website: https://25live.collegenet.com/pro/etsu

Quick Search-Events

- From the Home Dashboard, you can perform a Quick Search for events.

- Enter whole words or a beginning-of-word fragment
Search will look for matches in the event names and titles or event reference number.

- Searches are not case sensitive and results will be displayed under the appropriate tab (events).

**Quick Search-Locations**

- From the Home Dashboard, you can perform a Quick Search for locations.
• Enter whole words or a beginning-of-word fragment
  o Search will look for matches in the location short and formal names.

• Three types of views can be displayed when searching for locations: List, Availability, and Calendar.

• Availability view:
  o This view shows the location for that particular day with the classes or events that are located in the room that was searched.
  o From here, you can hover over the events or classes to get more detail about the event.
- If you want to change the availability date, simply click here and choose the date you need from the calendar.

- List view:
  - This view shows the location short name, formal name, categories, features, layout, and max capacity of the room.
• **Calendar view:**
  
  o This view shows the location and its classes and events in a calendar view for a week at a time.

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**Public Location Searches**

• From the Home Dashboard, you can perform a search for a group of locations: Registrar Scheduled Rooms or Auditoriums that seat 100+ (Registrar scheduled).

• Clicking on one of these searches will automatically run a search based on the criteria. It will bring the user to Pre-Defined Location Searches and results can be viewed in List, Availability, or Calendar view.
  
  o ***Please note that if you choose the Registrar Scheduled Rooms, there will be a long list of events on each day when classes are in session.