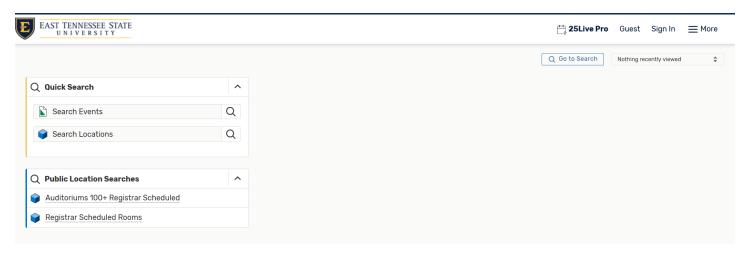
Navigating 25Live Pro

(Public View)

Public View of 25Live

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



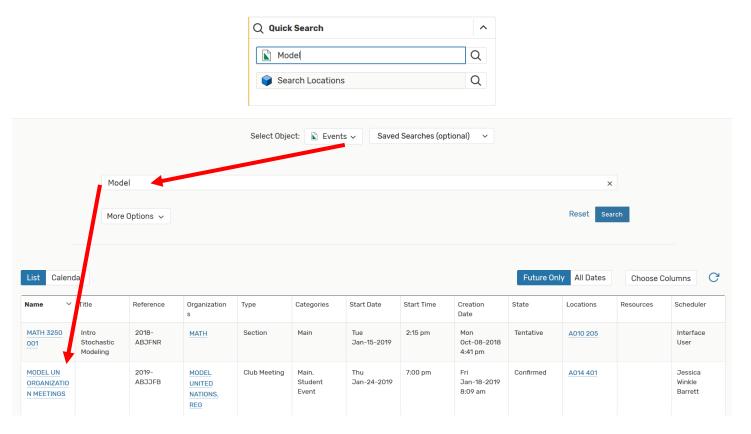
Quick Search-Events

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



• Enter whole words or a beginning-of-word fragment

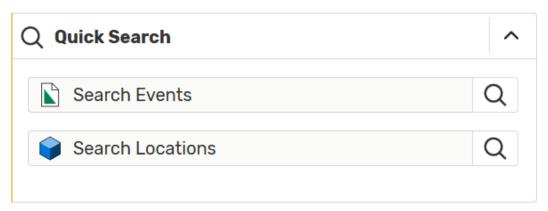
 Search will look for matches in the event names and titles or event reference number.



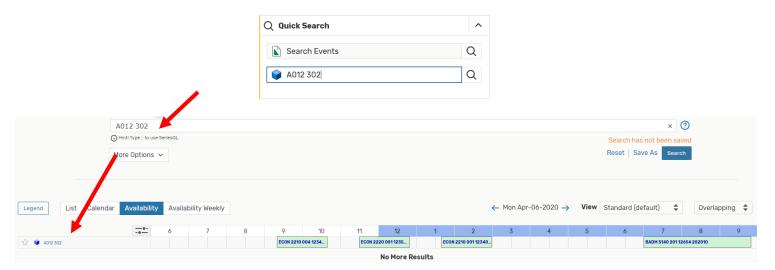
 Searches are not case sensitive and results will be displayed under the appropriate tab (events).

Quick Search-Locations

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



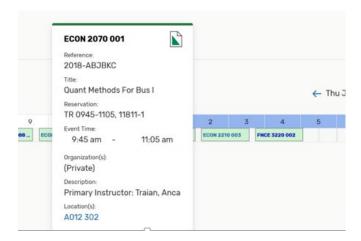
- Enter whole words or a beginning-of-word fragment
 - Search will look for matches in the location short and formal names.



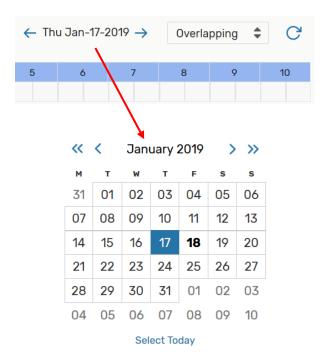
Three types of views can be displayed when searching for locations: Availability, Availability
 Weekly, List, and Calendar.

• 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.
- From here, you can hover over the events or classes to get more detail about the event.

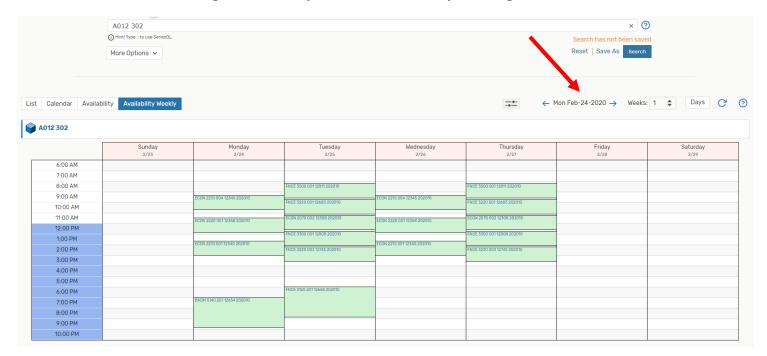


o If you want to change the availability date, simply click here and choose the date you need from the calendar.



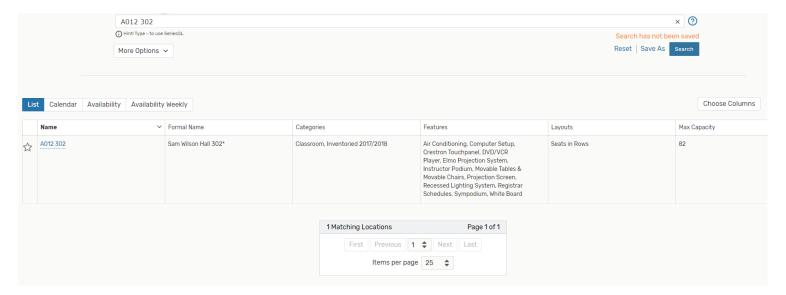
Availability Weekly view:

- This view shows the location for that week with the classes or events that are located in the room that was searched.
- o You can change the week you want to view by clicking on the date.



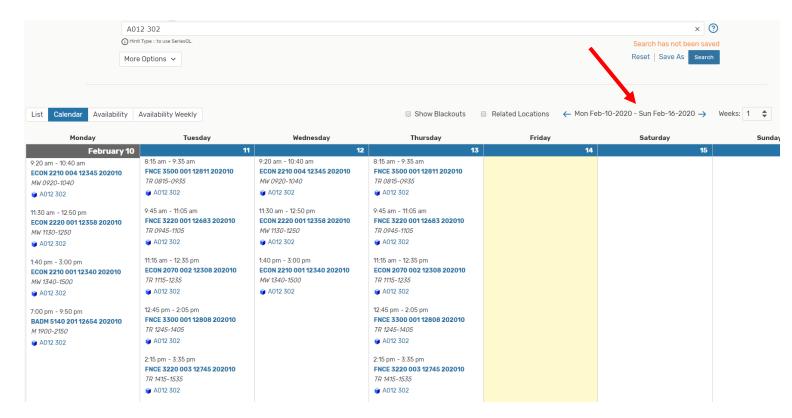
• List view:

 This view shows the location short name, formal name, categories, features, layout, and max capacity of the room.



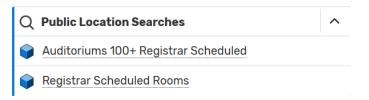
Calendar view:

 This view shows the location and its classes and events in a calendar view for a week or more at a time.



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.
 - ***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.

