



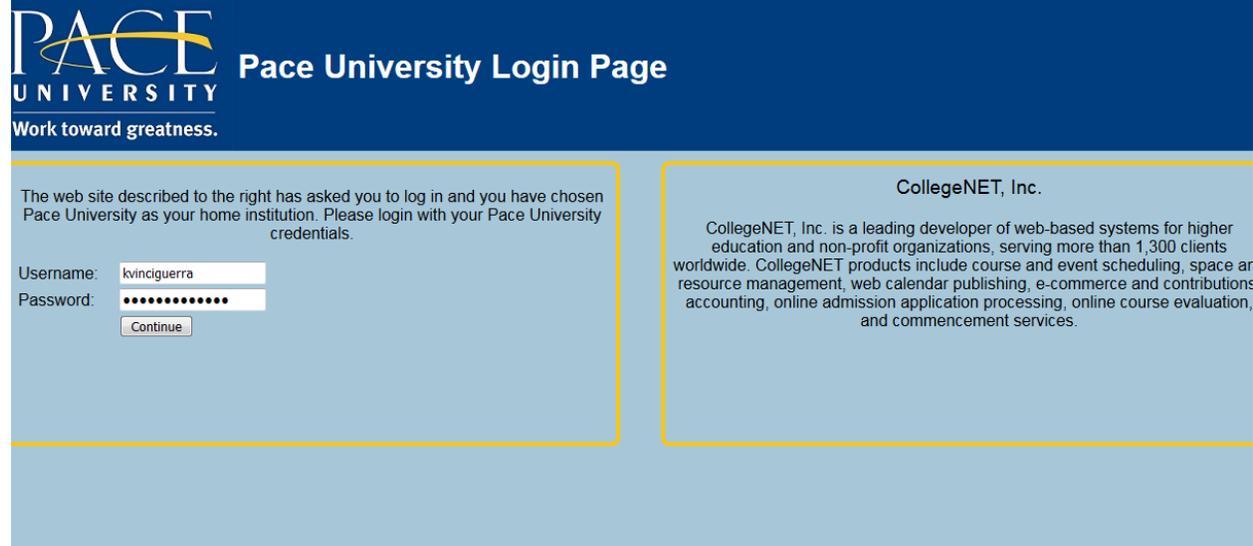
**25LIVE QUICK START:  
HOW TO SUBMIT AND  
TRACK A REQUEST**

## ACCESSING 25LIVE

You can get to 25Live two ways:

1. Directly through this URL: <https://25live.collegenet.com/pace/scheduling>  
-OR -
2. <https://www.pace.edu/special-events> and click on the link within the 25Live section

## LOGGING IN



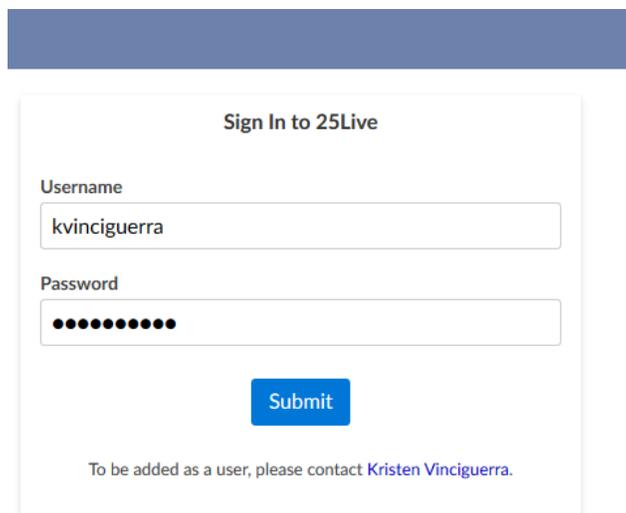
**PACE UNIVERSITY** Pace University Login Page  
Work toward greatness.

The web site described to the right has asked you to log in and you have chosen Pace University as your home institution. Please login with your Pace University credentials.

Username: kvinciguerra  
Password: ●●●●●●●●

**CollegeNET, Inc.**  
CollegeNET, Inc. is a leading developer of web-based systems for higher education and non-profit organizations, serving more than 1,300 clients worldwide. CollegeNET products include course and event scheduling, space and resource management, web calendar publishing, e-commerce and contributions accounting, online admission application processing, online course evaluation, and commencement services.

There will now be a two (2) part log in process. Your User Name is your Pace portal username and password. You will first be taken to the Pace login environment (Shibboleth) once you log in, you will then be directed to the 25Live login (screenshot below).



**Sign In to 25Live**

Username  
kvinciguerra

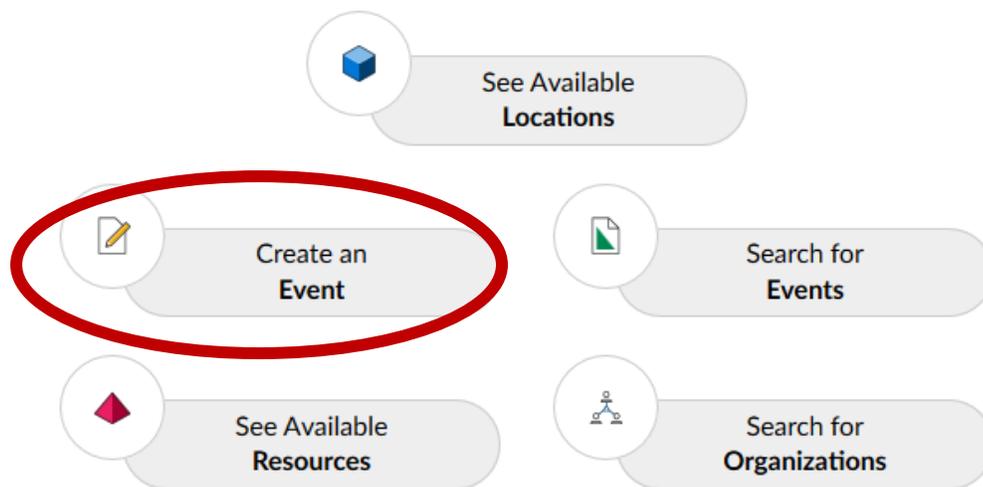
Password  
●●●●●●●●

To be added as a user, please contact [Kristen Vinciguerra](#).

[Desktop Version](#)

## ACCESSING 25LIVE

Once you've logged in, you will then be taken to the below landing page in 25Live to begin the event request process. You can look up locations to check availability, events, etc or you can go straight to the "create an event" icon to begin completing the event request form. The submission and review process have not changed. Once your request has been received, you will receive an email receipt for the request. Once a scheduler has been assigned to your event and a space has been assigned, you will receive an email with the event confirmation attached. From there, you will continue to work with your assigned event scheduler on your event.

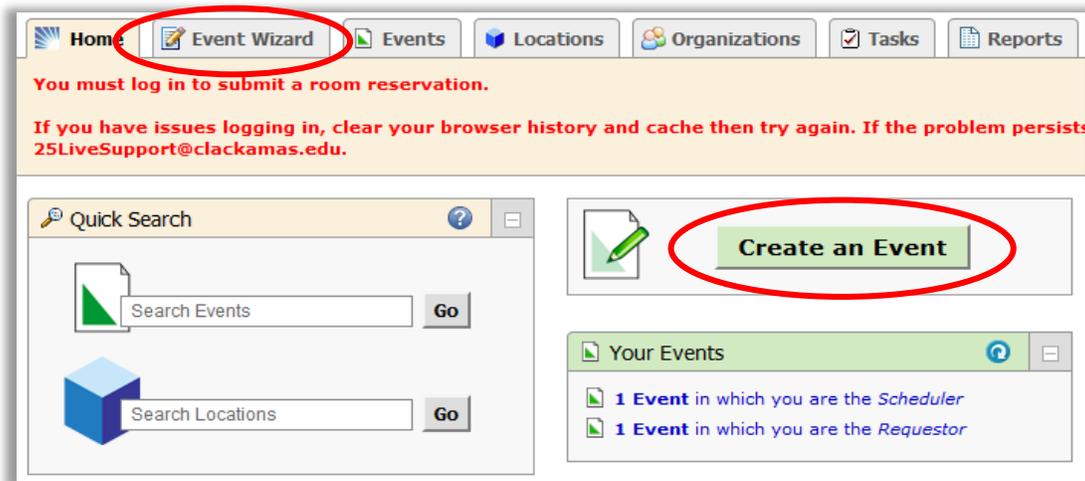


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## CREATING A NEW REQUEST

The quickest way into the form to create a new event is to either click on the Event Wizard tab or on the Create an Event button.



## COMPLETING THE EVENT WIZARD

The event wizard has several pages that are designed to make entering event information quicker and easier. Instructions for completing the wizard displays to the right and a progress tracker displays on the left as you complete the wizard.

The following are required fields that must be completed for each event request:

- Event Name
- Event Type
- Expected Headcount (this can be an estimate)
- Selection of single or multiple occurrences
- Date and time of the first occurrence and subsequent occurrences
- Calendar display selection

# ELEMENTS OF THE EVENT WIZARD VIEW

The screenshot shows the 'Ice Cream Social' event wizard. The interface is divided into three main sections highlighted with colored boxes:

- Progress Tracker (Blue border):** Located on the left, it displays event details: 'Ice Cream Social', 'OC: Faculty/Staff Organized Event', 'Sponsoring Department', '25 Attendees Expected', and 'Event Description' with dates 'Tue Aug 18 2015 2:00 pm - Tue Aug 18 2015 3:00 pm'. A progress bar is shown below.
- Event Detail Form (Yellow border):** The central area titled 'Tell us WHEN this event takes place.' It includes a calendar icon, instructions to 'Select the dates and times of the actual event', and input fields for 'Event Start' (Tue Aug 18 2015, 2:00 pm) and 'Event End' (Tue Aug 18 2015, 3:00 pm). A checkbox is checked for 'The event begins and ends on the same day.' Below are two questions with radio buttons: 'Does this event require Setup or Pre-Event time?' (Yes/No) and 'Does this event require Post-Event or Takedown time?' (Yes/No). Navigation buttons 'Back', 'Next', 'Cancel', and 'Save' are at the bottom.
- Wizard page summary and field instructions (Red border):** Located on the right, it shows 'Event Duration: 1 Hour' and provides detailed instructions for entering dates and times, including a note about the 'Event Repeats' area and a tip for handling scheduling difficulties.

Event Detail Form

## EVENT DETAILS

### VIEW AFTER SAVING A REQUEST

After completing the Event Wizard and saving the request, an Event Summary page opens. From this page, several additional things can be done:

- See that the event was successfully created.
- See a summary of the event details entered in the event wizard.
- Email the event details.
  - **Note:** You can help space approvers to respond to requests more efficiently by clicking on Email, then in the select box that appears, check the “To” box for Anyone with Assignment Tasks.
- Print a “Confirmation” (Note: this won’t show all details until the event has been reviewed by Facilities and updated to Confirmed status.)
- Relate the event to another event in the system.
- “Star” the event so it shows on your dashboard.
- Copy the event. (If creating an event that has multiple meeting dates but those dates have different meeting times, use this option to save some steps in the Wizard.)

The screenshot displays the 'Event Summary' page. At the top, a green banner contains the message 'This event was successfully created.' with a 'Close' button. Below this, the page is titled 'Here's Some Information About Your Event'. A section titled 'Location Requests Pending Approval' shows 'Location 'M\*M226' requested for Sep 25 2015.' The main content is divided into two columns. The left column, 'What's Next?', features three buttons: 'View Details', 'Edit', and 'Email', each with a brief description of the action. The right column, 'More Event Options', includes 'Print Confirmation', 'Copy', 'Create "To Do"', 'Manage Relationships', 'Manage Bindings', 'Take Ownership of this Event', and 'Add to Starred?'. Below these columns are sections for 'Event Preferences' (listing 'M\*M226' with a 'Remove Preferences' link) and 'Event Tasks' (showing '1 Active Assignment Task').

**This event was successfully created.** Close

#### Here's Some Information About Your Event

**Location Requests Pending Approval**  
Location 'M\*M226' requested for Sep 25 2015.

#### What's Next?

**View Details** View the Event Details page for this event. The full range of actions are available to you from there.

**Edit** Need to make some more edits to this event? Click this button to start editing.

**Email** Email the details of this event to its stakeholders or anyone else.

#### More Event Options

**Print Confirmation** **Copy**

**Create "To Do"**

**Manage Relationships**

**Manage Bindings**

**Take Ownership of this Event**

**Add to Starred?**

#### Event Preferences

The following locations were requested for this event:

**M\*M226**  
[Remove Preferences](#)

#### Event Tasks

**1** Active Assignment Task

## FINDING YOUR EVENTS

There are two ways to easily find your events from the Dashboard.

### ONE

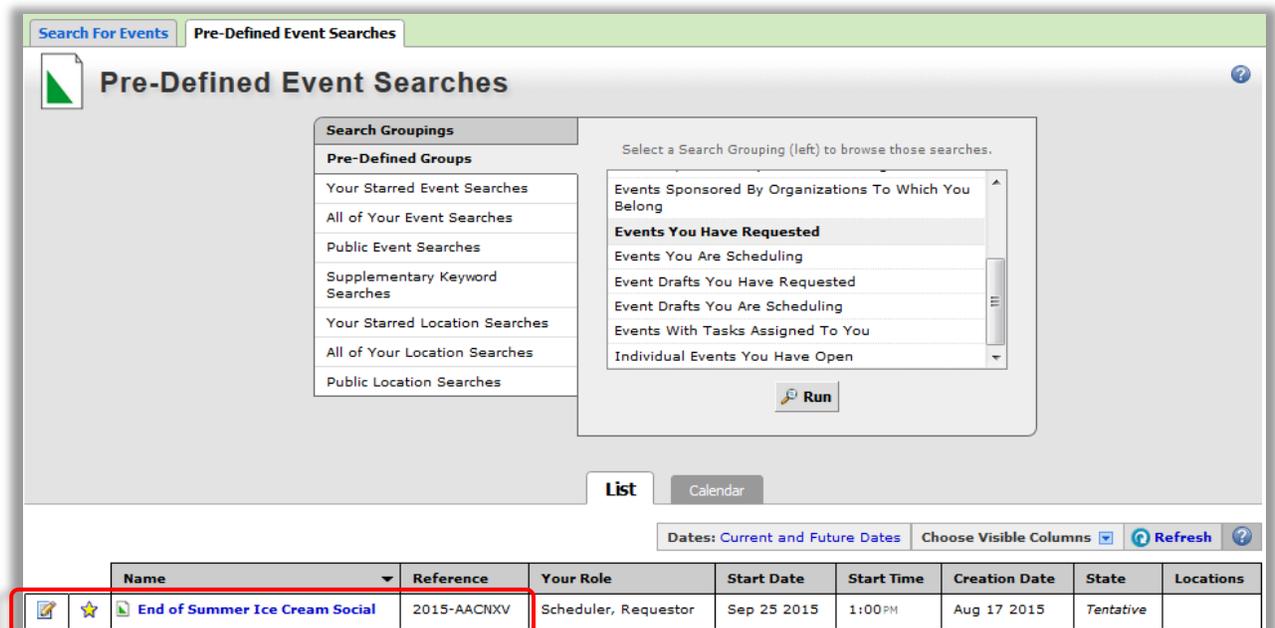
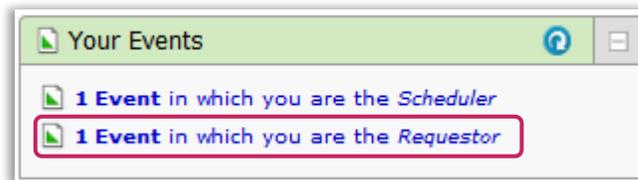
After creating an event, if you selected to Add to Starred, your event will show in the following card on the dashboard:



You can star or un-star an event at any time by clicking on the star image to the far right of an event name.

### TWO

In the “Your Events” card are two links; the second one (Event(s) in which you are the Requestor) is the one that you would use to find events that you submitted. This link will open an event search where you can view some information about all of your requests or drill in to the Event Name for more specifics about that particular event.



The screenshot shows the "Pre-Defined Event Searches" interface. It has a green header with "Search For Events" and "Pre-Defined Event Searches" tabs. Below the header, there is a "Pre-Defined Event Searches" section with a "Search Groupings" sidebar and a main search area. The sidebar lists "Pre-Defined Groups" including "Your Starred Event Searches", "All of Your Event Searches", "Public Event Searches", "Supplementary Keyword Searches", "Your Starred Location Searches", "All of Your Location Searches", and "Public Location Searches". The main search area has a "Select a Search Grouping (left) to browse those searches." prompt and a list of search groupings: "Events Sponsored By Organizations To Which You Belong", "Events You Have Requested", "Events You Are Scheduling", "Event Drafts You Have Requested", "Event Drafts You Are Scheduling", "Events With Tasks Assigned To You", and "Individual Events You Have Open". There is a "Run" button below the list. Below the search area, there are "List" and "Calendar" buttons. At the bottom, there is a table with columns: "Name", "Reference", "Your Role", "Start Date", "Start Time", "Creation Date", "State", and "Locations". The table has one row for "End of Summer Ice Cream Social" with a reference of "2015-AACNXV" and roles of "Scheduler, Requestor". The "Name" and "Reference" columns are highlighted with a red box.

Name	Reference	Your Role	Start Date	Start Time	Creation Date	State	Locations
End of Summer Ice Cream Social	2015-AACNXV	Scheduler, Requestor	Sep 25 2015	1:00 PM	Aug 17 2015	Tentative	

## CHANGING OR CANCELLING AN EVENT

Please provide the following event information with your request to change or cancel your event to the appropriate campus contact below:

- Event Name and Reference Number
- Date and Time of Event
- Changes to be made or Cancellation

If you are cancelling or changing an event that requires a specific setup, please send a request to cancel or change the event at least 48 hours prior to the event start date. Failure to do so may result in being charged for take-down time.

## APPROVAL GUIDELINES

To facilitate timely event approval, please submit requests at least seven (7) working days in advance of the start date of the event or as soon as you are aware that the event will be happening.

Spaces will be approved by the designated event schedulers within 48 hours of the original request.

If a space is not available, you will be contacted by your scheduler to discuss other options.

Requests for use of classroom space cannot be submitted prior to rooms being assigned to class sections for the term in which the event takes place.

## ADDITIONAL HELP

Contact [kvinciguerra@pace.edu](mailto:kvinciguerra@pace.edu) for any other assistance within 25Live – functionality doesn't seem to be working, you can't get logged in, you can get logged in but you can't see specific details you believe you should have access to see.