25Live Navigation
Creating an Event in 25Live

The “Event Wizard” tab is where you create an event. The three fields listed below with the red asterisk (*) indicate that they are required fields where information has to be entered before you can continue with your request.

**Event Name**—how you name your event

**Event Type**—drop down menu for you to choose type of event

**Primary Organization**—department name listing grouped under “Types” as “University Department” as shown below:
After this info is entered, click the [Next ►] button, which brings you to the next screen, where you will enter the expected headcount for your event. (A headcount number has to be entered or your request may be denied.)

Click the [Next ►] button to enter the date of your event. You have the option to select a one-time occurrence or multiple occurrences (If choosing multiple occurrences, the time has to be exactly the same for all dates).

Click the [Next ►] button to choose a location for your event. (A location has to be selected).

Once done, click Save and your request will be sent automatically to Scheduling. The room is not actually reserved. Scheduling approves the space and will send you an email confirmation.

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**Editing Events In 25Live**

As a requestor, you **CAN** edit an event in 25Live once it has been submitted but not approved. If the request has been approved you **CANNOT** edit it.

- If you need to make a change to a reservation after it has been submitted and approved, you must email the scheduler who confirmed your reservation. Find the reservation confirmation email and reply to it with your requested changes.

**Canceling Events In 25Live**

As a requestor, you **CANNOT** use 25Live to cancel your event once it has been submitted.

- To cancel your confirmed reservation, please email the event scheduler who confirmed your reservation.
- If you need to cancel an event before you receive confirmation, you can email scheduling@neu.edu within 24 hours of submission to cancel the event once it has not been processed. If the event has been processed and confirmed, you will then reply to the confirmation that the event needs to be cancelled. The scheduler will work with you to cancel the event.
Searching Your Events

As a requestor, you can search for events you have requested. On the “Pre-Defined Event Searches” tab, select “Pre-Defined Groups” and then “Events You Have Requested” as shown below and click the Run button:
Checking Space Availability in 25Live

On the “Home” tab, “Dashboard” subtab, you can click “Find Available Locations.” This is a good way to search locations for a specific date/time:

Continued next page.
To search for all Boston classrooms when requesting space under “Advanced Search,” select the category “Boston Classrooms” and click [Search].

Be sure to check the following two boxes:

- Show only my authorized locations that have no time conflicts
- Enforce headcount

You can also search by “Location Name”:

- To search for Shillman Hall, enter “SH”
- To search for 135 Shillman Hall, enter “SH 135”
The “Locations” tab is where classrooms are listed. To see what is occurring in a space, enter the room info (e.g., SH 420), click the Go button, and everything that is occurring in the space is displayed via the “Calendar” view for a seven-day period but can be extended to search beyond this timeframe. To search other dates, use the control as indicated below:

Dates: Tues Dec 15 2015 — Mon Dec 21 2015