25Live: Guide to Creating an Advanced Search

What is 25Live?
25Live is a web based software tool used to schedule spaces around campus and to manage events. 25Live can be accessed from any computer or tablet.

Mozilla Firefox is the recommended web browser.
https://25live.collegenet.com/framingham

25Live provides users with the ability to create customized event and location searches. These searches can then be configured to appear on a user’s homepage. This guide walks through the process of creating an advanced search.

1) To sign in to 25Live you will use your current Framingham State credentials that you currently use. “Sign in” is located on the upper right hand corner.

2) Select the “Events” tab.

3) Select the “More Search Options”.

Search by Keyword: Enter a Search Term... X GO More Search Options

List Calendar
4) You can narrow down your search options by selecting from one or any of the following:
- Cabinet
- Types
- Organizations
- Categories
- Your Role
- States

5) After selecting the search options that you would like to see, you will click “Done”.

6) Next you will click “GO.”
7) The events that meet your criteria will appear.

8) You may also “Save Search” for future reference.