25Live: Event Management and Scheduling System

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

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) Click “Create an Event” or the “Event Wizard” tab. Both of these buttons will bring you to the Event Wizard, which is 25Live’s built-in event scheduling request

3) Enter the “Event Name”.

Start by entering the basic event information.

Event Name

Office Meeting
4) Select the “Event Type” options. This is the activity that closely relates to the event you are requesting; choose an option.

5) Search for your organization or department name. Searches can be performed by entering the full name or a portion of the name, please be aware that abbreviations are not in this system.

- If there are any other organizations sponsoring the event, select the organizations name in the “Additional Organization(s)” field.

6) Click “Next” to go to the next section on the form.
7) Enter the maximum number of people expected to attend the event. If you are unsure about the number of people you can enter unknown, although a rough head count will help decide room selection.

8) Click “Next” to go to the next section on the form.

9) Next, you will be asked if your event has more than one occurrence. Click “YES” or “NO”.

- Keep in mind all occurrences must be the same exact time if they aren’t you must create a new event and relate it.

10) Click “Next” to go to the next section on the form.
11) Enter the start date and time for the event. Select a date by clicking the calendar icon. Then type the start time into the corresponding field. Please enter the actual event time only.

12) Click “Next” to go to the next section on the form.

13) In this section you are able to search for your desired event location. You can search for a particular location by typing the space name into the search field and clicking “Search”. You can search by using a phrase of the name of the space (1839), the building name and room number (CC 311). You can also search all the rooms in the entire building by entering the building name or code (McCarthy Campus Center or MCC & CC). The search field is not case sensitive.
14) Click “Next” to go to the next section on the form.

15) In this section you will add the resources you will need for your event, note that some rooms come as is for setup. If you need for example a wireless microphone, catering table, round tables, chairs, etc. you will search for the equipment in the “Event Resources” section. You can search for the resources required for your event by typing in what is necessary (Microphone). In the “Choose from…” field it will show all the available microphones (AV - Microphone- Table Top Stand 16/16). Your selected resources will appear under “SELECTED RESOURCES” on the column on the right.

16) Click “Next” to go to the next section on the form.
17) If you have a custom setup then this is where you would add it, however, if you do not you may skip this step.

![Select EVENT CUSTOM ATTRIBUTES for this event.]

- Detail Image
- Event Image - Attachment
- Hot Event Image
- Web Site

18) Click “Next” to go to the next section on the form.

![Next button highlighted]

19) Here you will select the contacts for your event. Please do not make any changes to the scheduler field, leave as Events, reservations.

![Select CONTACTS for this event.]

- Scheduler
- Requester
- Additional Contact
- Driver
- Driver - Additional
- Emergency Contact
- Event Service Manager - 1 (ESM)
- Student Organizer
- Technician
20) Click “Next” to go to the next section on the form.

21) Next, you will select all categories that apply to your event.

22) Click “Next” to go to the next section on the form.

23) In this section, you will explain in detail your event description in the “Event Comment”. The “Event Comments” are public and can be viewed by anyone.
24) Click “Next” to go to the next section on the form.

25) In the “Affirmation” read the Terms and Conditions and select “I Agree”.

26) The final step in the draft process is to click “Save”
Once you have submitted your draft to reservations@framingham.edu we will review your draft for conflicts and any missing information. Reservations will then email you a Tentative Contract stating any missing information.

Upon receiving your tentative contract, you as the requester need to review and confirm via email in order for the event to become **Confirmed**.

*(Your event will not be confirmed until this step is completed)*

Once you receive your email from Reservations stating your event has been confirmed you have successfully completed all steps in the reservation process.