**Office of Classroom Management**

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# 25LivePRO Non-Academic Event Scheduler Training Guide

Welcome to the 25LivePRO Event Scheduler Training Guide! This guide is designed to equip you with the knowledge and skills needed to efficiently schedule events using the 25Live system. Whether you're a seasoned scheduler or a newcomer, this resource will walk you through the essential steps and best practices. Let's get started!

## Access 25LivePRO:

- Log in to the 25LivePRO system using your credentials.

- Navigate to the dashboard.
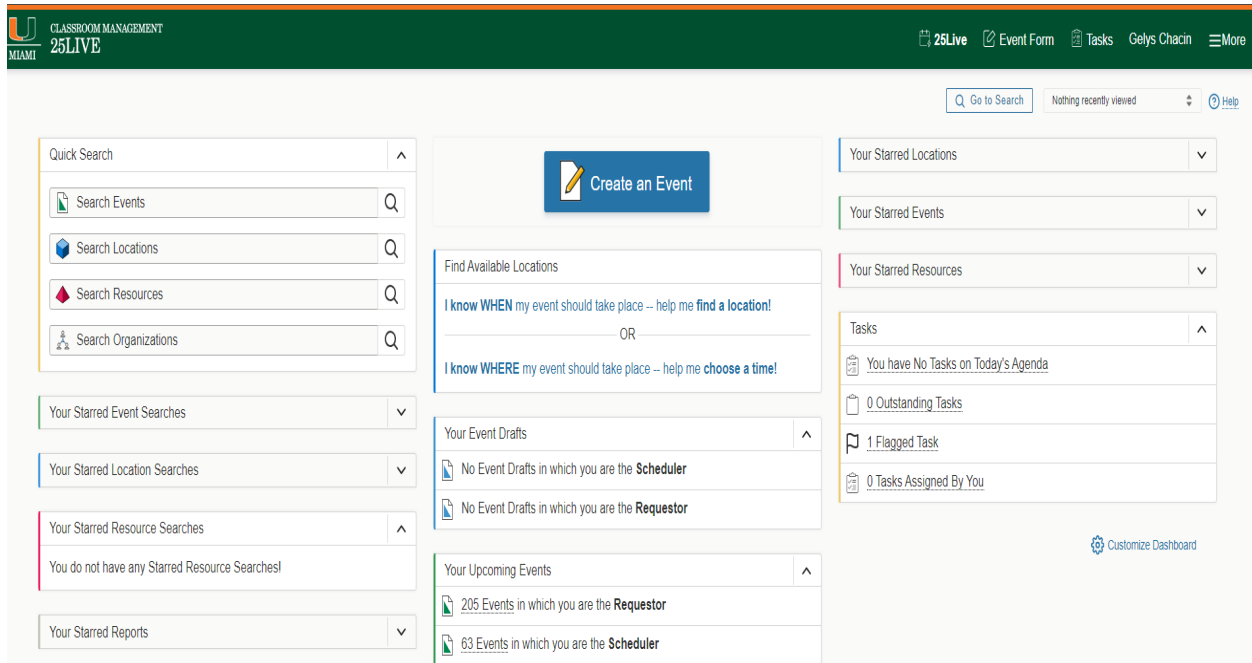


## Create an Event:

- There are multiple ways to create an event:

  - Click on the **"Event Form"** link in the top navigation bar.

- Alternatively, use the **"Create an Event"** button in the middle of the dashboard.

2. **Fill in the Event Form**:

   - Provide the necessary details for your event:

     - Event title, type, date, time, location, and other relevant information.

     - Select recurring dates if applicable.

     - View room information and layouts.

The fields that appear on the Event Template depend on the requester's access in the 25LivePRO system however, the below screenshots provide a robust sample of the information needed when creating a non-academic event:

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## Date and Time ⓘ

Mon Jul 15 2024

3:00 pm

To:

4:00 pm

☑ This begins and ends on the same day

Duration:
**1 Hour**

🔖 Additional time ⌄

Click on the calendar below to add dates or click the **Repeating Pattern** button to select a date pattern.

**Repeating Pattern**

| « | ‹ | | July 2024 | | › | » |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| 30 | 01 | 02 | 03 | 04 | 05 | 06 |
| 07 | 08 | 09 | 10 | 11 | 12 | 13 |
| 14 | **15** | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | 01 | 02 | 03 |
| 04 | 05 | 06 | 07 | 08 | 09 | 10 |

Manage Occurrences

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**Event Description** ⓘ

| File | Insert | Table | View | Format | Tools |
|------|--------|-------|------|--------|-------|

↶ ↷ | **B** *I* U | A ∨ 🖊 ∨ | ☰ ☰ | System Font ∨ | 12pt ∨ | 🔗

**Locations**

### Locations Search ⌃

Auto-Load Starred:   No ⬤ Yes

☑ Hide Conflicts   ☑ Enforce Headcount

Search Filters ∨

| Saved Searches (optional) ∨ | Search Locations ✕ |

ⓘ Hint! Type :: to use SeriesQL.

Reset   **Search**

3. **Review Reservation Details**:

   o Double-check all the information you've entered.

   o Ensure accuracy before submitting the reservation.

## Additional Tips:

   o Use the **"I know WHEN"** shortcut if you have specific timing information. This location search option is found in the center of the Dashboard/Home Page, under the Create an Event button.

   o Final Exam placement is handled by **Classroom Management** in the Office of the Registrar. Final Exams should never be placed directly into 25Live by you.

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- o All non-academic requests should be processed by departments **AFTER** the first or second week of classes for each academic term. Academic course sections must be prioritized over non-academic events.

**Note:**

- Access to the 25LivePRO system is based on administrative group.
- To request access to 25LivePRO or to request 25LivePRO or CLSS (rooming fields) training, please contact our office at The Office of Classroom Management [ocm@miami.edu](mailto:ocm@miami.edu)