



Elizabethtown College

How-To in 25Live View Resources Calendars

If you are interested in utilizing a resource here on campus such as catering, technical staff, media services, or event set-ups, it can be helpful to see their currently confirmed events. This can be helpful to ensure that you are looking at a date where these resources may be more easily available to help support your event. These steps will work the same for all resources listed in the system.

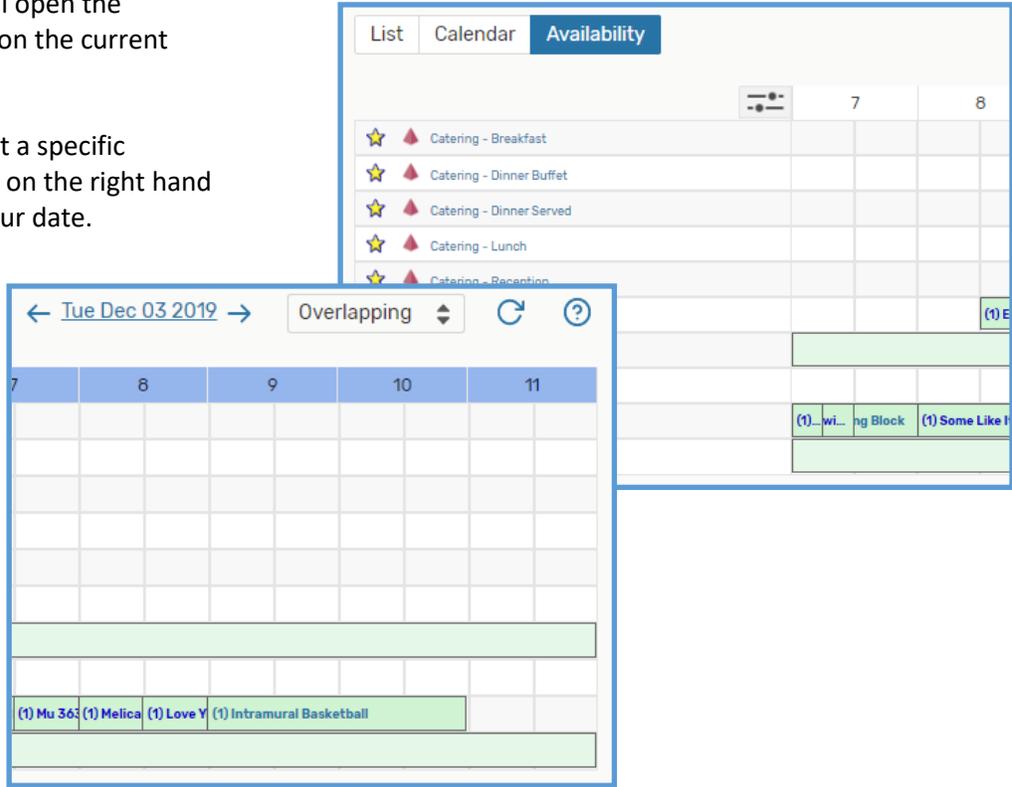
Option 1: Looking at Starred Resources

From the Dashboard screen, one of the sections is titled “Your Starred Resources”. At the bottom of the section, you can choose to “See when these resources are available”. This will prompt a new window to open showing the availability of all of your starred resources.

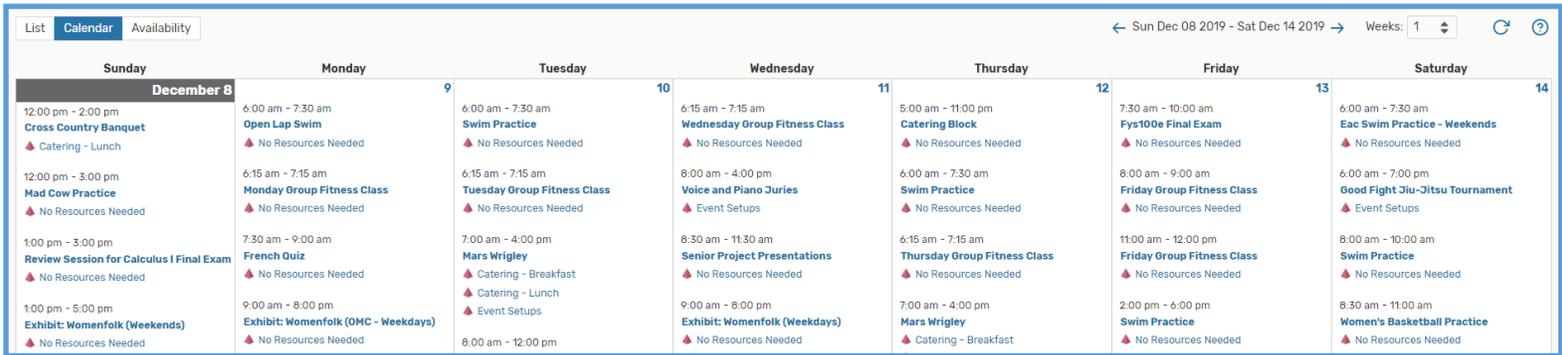
The screenshot displays the 25Live dashboard interface. On the left, there is a 'Quick Search' sidebar with options for Search Events, Search Locations, Search Resources, and Search Organizations. Below this are sections for 'Your Event Drafts' and 'Your Upcoming Events'. The main content area is divided into three columns. The middle column, titled 'Your Starred Location Searches', lists various event spaces like 'Big Event Spaces', 'Chapel Rooms', and 'Video Conference - H/N'. The right column, titled 'Your Starred Resources', lists various services such as 'Catering - Breakfast', 'Catering - Dinner Buffet', 'Event Setups', and 'Technical Staff'. At the bottom of the 'Your Starred Resources' list, a link with a calendar icon and the text 'See when these resources are available' is circled in red. The rightmost column, 'Find Available Locations', provides options to search for event locations and times, and lists 'Your Starred Locations' including 'BC KAV - EVENT SPACE', 'H 110', 'LC GREEN ROOM', and others.

The new screen will open the “Availability” view on the current date.

If you are looking at a specific date, click the date on the right hand side and choose your date.



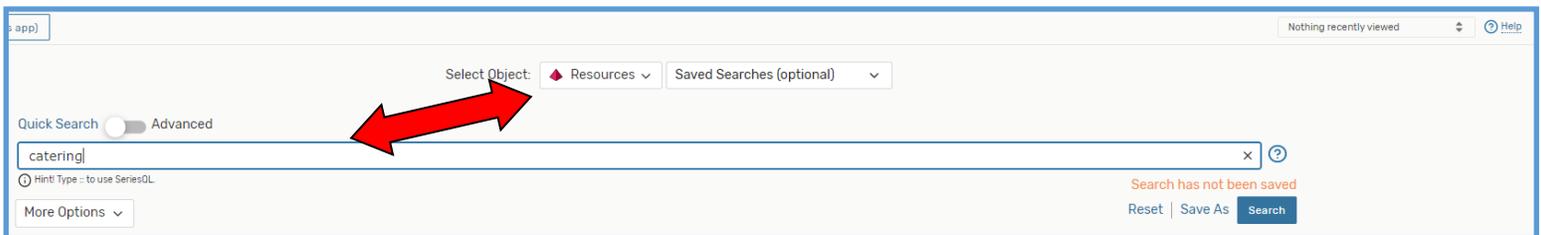
If you want to view more than one date, click on the “Calendar” option, next to “Availability” and the calendar view will open up to all of your starred resources.



Option 2: Simple Searching Resources

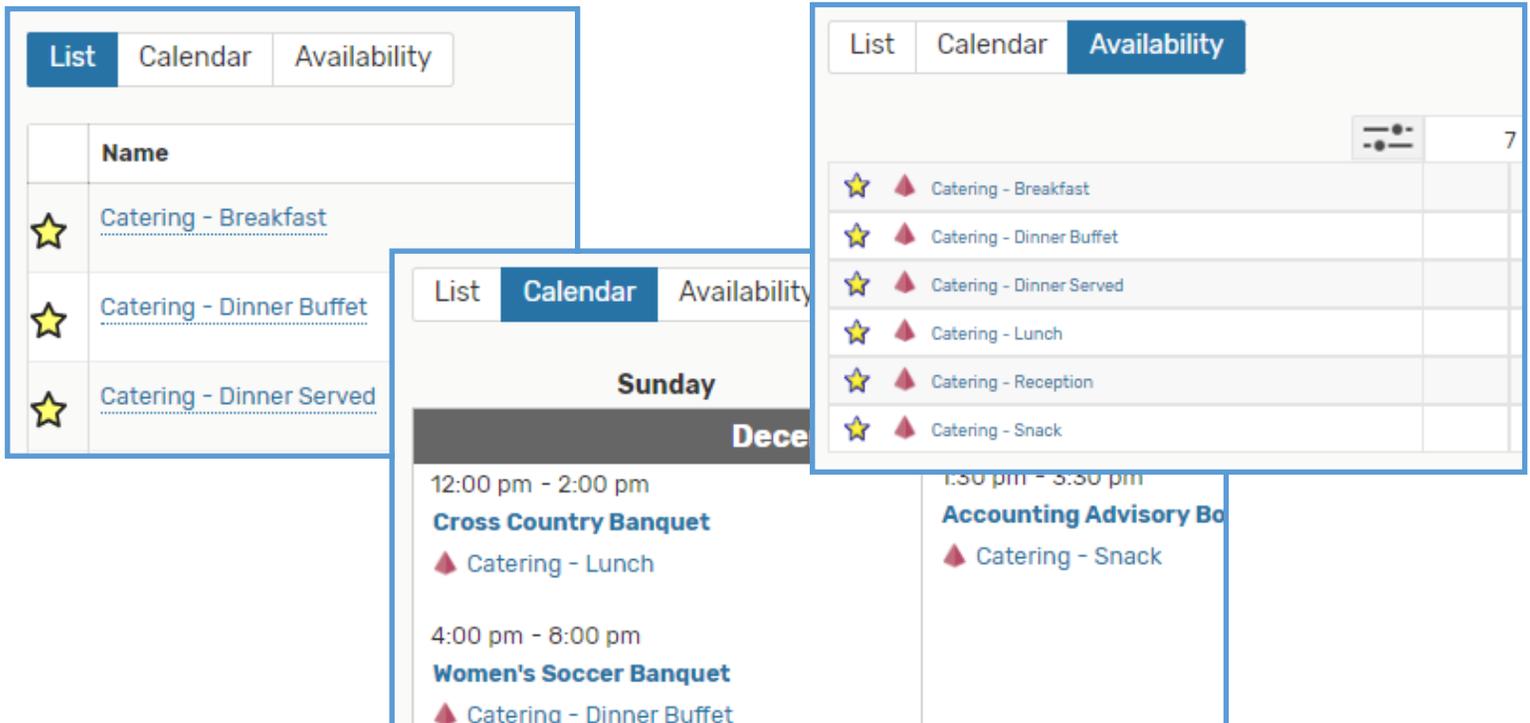
Either from the dashboard “Quick Search” or the “Go To Search” on the top right of the screen, you can search for events, locations, resources, or organizations by a simple keyword.

For this example, we are going to search for “Catering” events.



After typing in the keyword “cater” and hitting search, you can:

- View a list of all resources that contain the word “cater”
- View a 1-16 week calendar of all events that have the resource word “cater” in them
- View one day availability of all events that have the resource word “cater” in them

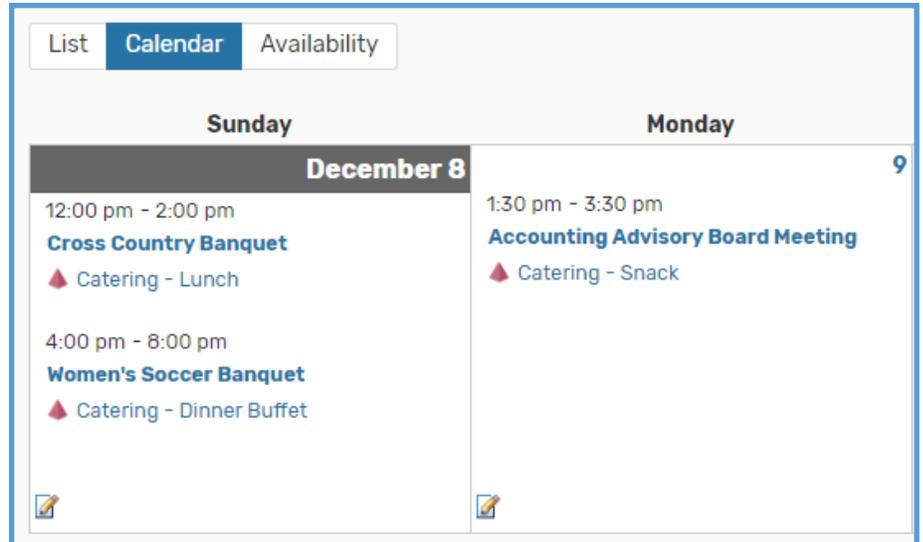


On either the “Calendar” or “Availability” view, you have the power to create an event request from that very spot by clicking on the little pencil and paper icon.

Calendar View:

Simply click on the icon on the date you want your request to be on. This will open the event form with the date and resource already selected.

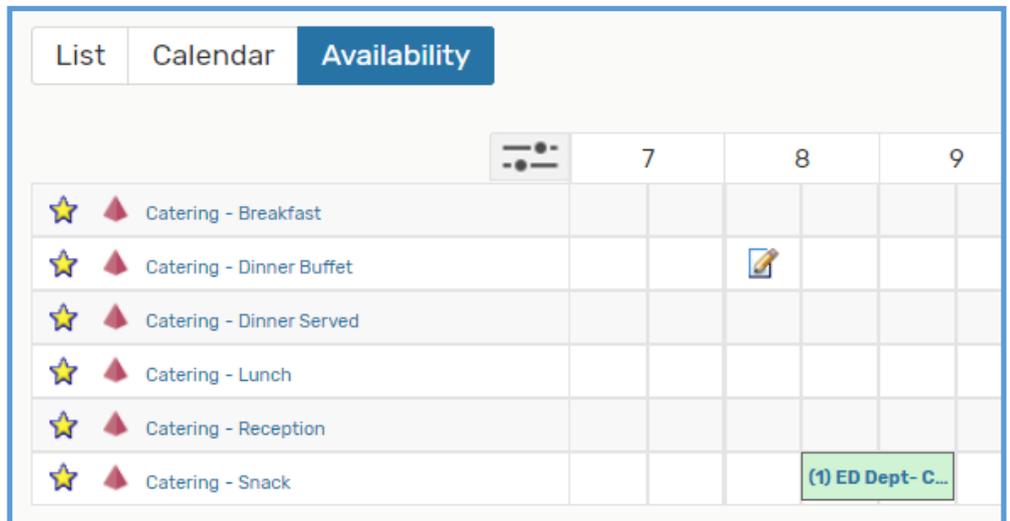
Note: You will still need to select your location and event end time.



Availability View:

Simply hover over the time you want your request to start, and click the icon. This will open the event form with the date, start time, and resource already selected.

Note: You will still need to select your location and event end time.



PLEASE NOTE: An event titled “**CATERING BLOCK**” means that catering has blocked any other events happening during that time frame due to other events (both on and off campus) or staff availability.