



# Elizabethtown College

## How-To in 25Live View Scheduled Tiered Events

The Scheduling Office has created a calendar filter in 25Live to include all confirmed tier events (as well as academic related events). Similar to the filters like "Events & Meetings", "All Spaces", this filter will include all of the Signature and Platinum events on one calendar as of the first business day of December.

Programmers looking to schedule their Gold Tier Events can use this to view dates of these events and help in planning of their own. Once Gold Tier events have been confirmed each year they will appear on the calendar, which Silver Tier Event planners can view when looking to schedule their events. Once the Silver Tier events have been confirmed, users can view this calendar when looking to schedule any events that do not fall into any of the tier categories.

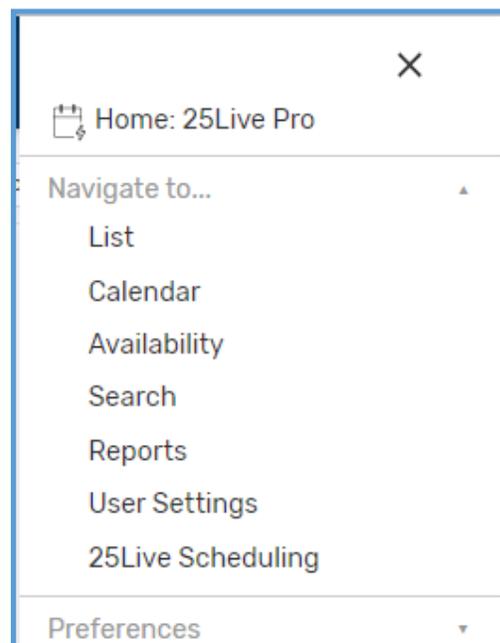
*Users do not have to be logged in to view this calendar. Simply follow the below guide.*

### Viewing the Calendar:

Click on the "More" button on the top right hand side of your screen to show the drop down.



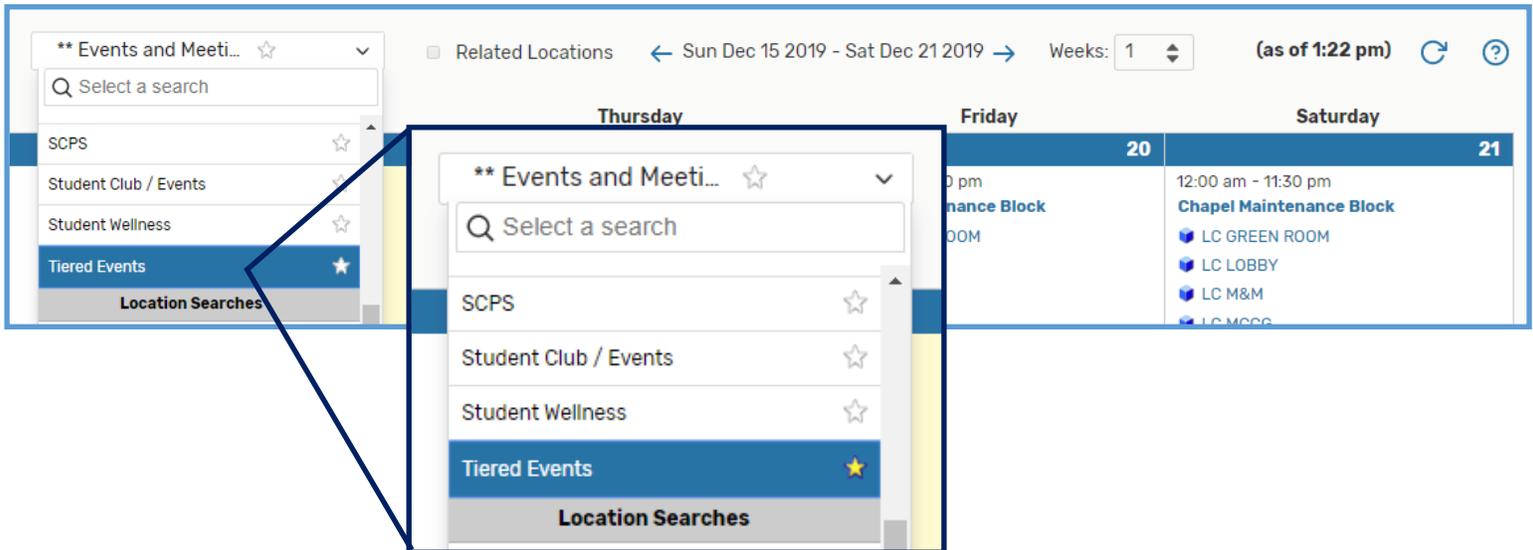
Under the Navigate to... section click on "Calendar" option



When the calendar page opens, it will open on whatever the last filter you viewed (Events and Meetings is the most popular, as it includes everything except academic classes).

Under the filter drop down in the middle of the screen, click on the “Tiered Events” filter under the Event Searches.

*The Scheduling Office recommends starring this calendar filter as a favorite.*



The calendar automatically opens with the current week set. In order to change the date and how many weeks to be viewed, click on the date range to move month by month, or jump to the following year. Then choose the “Weeks” drop down to look out at most 16 weeks from the start date.

