



# 25Live Reference Guide

## Introduction & Login

Southwestern Assemblies of God University  
Updated: September, 2017

## 25LIVE INTRODUCTION

25Live is the web-based, campus-wide event scheduling and reservation software. It is accessible to select SAGU members (faculty, staff, student leaders) and accessible by single sign-on. 25Live can be used to reserve locations, as well as vehicles, or to discover which locations are available for an event at a particular time.

Please use the 25Live guides to navigate the request process. Should you have any questions or would like to set up a 25Live training time, please contact the [Event Services Office](#). University Staff can access additional guides on Yammer (<https://www.yammer.com/sagu.edu/#/groups/12745147/files>).

## ACCESSING 25LIVE

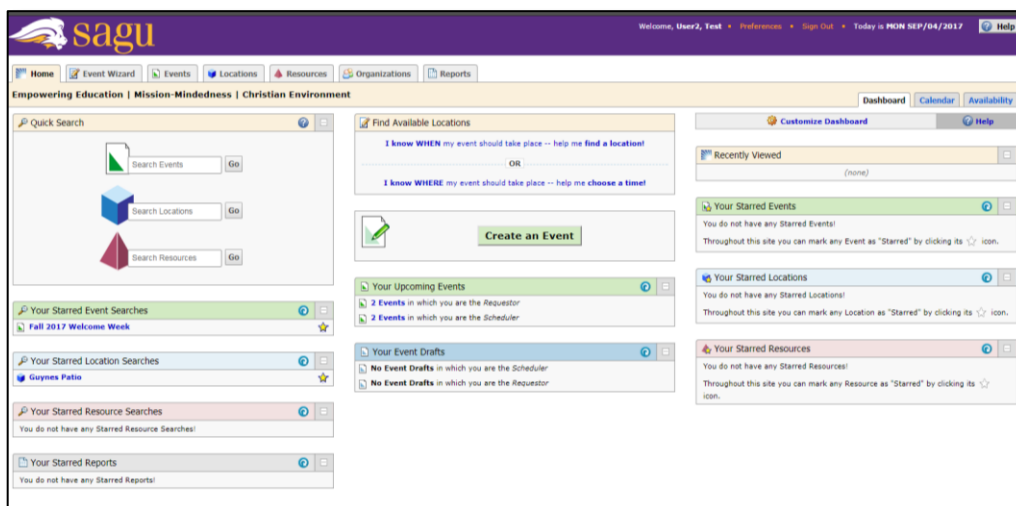
**Step 1:** Open 25Live in Firefox, Chrome, or Safari. Internet Explorer is not compatible.

### IMPORTANT NOTE:

Do **not** use Internet Explorer for 25Live. 25Live does not function in Internet Explorer. Please use a supported browsers instead (i.e. Google Chrome).

**Step 2:** Click the Sign In link and enter your SAGU User ID and password.

**Step 3:** Press Enter, or click the Sign In button. The Home dashboard will be loaded with available features and is customizable, should you want to make changes.



# 25LIVE DASHBOARD OVERVIEW

This is the default 25Live dashboard view. The dashboard can be customized.  
Instructions on how are included on the following pages.

The screenshot shows the 25LIVE dashboard interface. At the top, there is a navigation bar with tabs for Home, Event Wizard, Events, Locations, Resources, Organizations, and Reports. Below this is a search section with three input fields: Search Events, Search Locations, and Search Resources, each with a Go button. The main content area is divided into several sections: 'Find Available Locations' with two options (I know WHEN my event should take place -- help me find a location! and I know WHERE my event should take place -- help me choose a time!), a 'Create an Event' button, 'Your Upcoming Events' (2 Events in which you are the Requestor, 2 Events in which you are the Scheduler), 'Your Event Drafts' (No Event Drafts in which you are the Scheduler, No Event Drafts in which you are the Requestor), 'Your Starred Reports' (You do not have any Starred Reports!), 'Your Starred Event Searches' (Fall 2017 Welcome Week, Tentative Confirmed Events), 'Your Starred Location Searches' (0-3000 Capacity Rooms, Classrooms 12-45 Occupancy, Guynes Patio), and 'Your Starred Resource Searches' (You do not have any Starred Resource Searches!). On the right side, there are sections for 'Recently Viewed' (none), 'Your Starred Events' (You do not have any Starred Events!), 'Your Starred Locations' (HCC1011, HCC2011, SC2012), and 'Your Starred Resources' (You do not have any Starred Resources!). A 'Customize Dashboard' button is located at the top right of the main content area. The dashboard also includes a user profile section at the top right with 'Welcome, User2, Test', 'Preferences', 'Sign Out', and 'Today is THU SEP/07/2017'. A 'Help' link is also present.

Click here to sign in or out.

For a calendar view of your starred events, click on the Calendar tab.

To customize the dashboard, click here.

Events and Locations you star will be listed here.

Clicking the Create an Event button opens the event request form.

You can find your events here. Schedulers will be able to locate events by role here.

For Quick Searches, search by a single keyword here and click Go.

Events and Location Searches you star will be listed here.

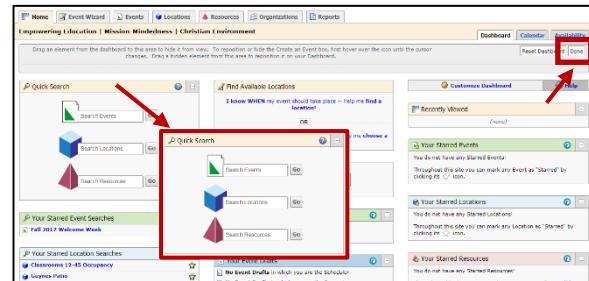
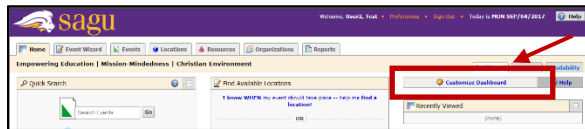
Tabs for creating, searching, and reporting.

# CUSTOMIZING THE DASHBOARD

The 25Live dashboard is customizable and can be arranged in any way. It is possible to reposition items and hide them from view. Any hidden modules can be restored, if it is needed later.

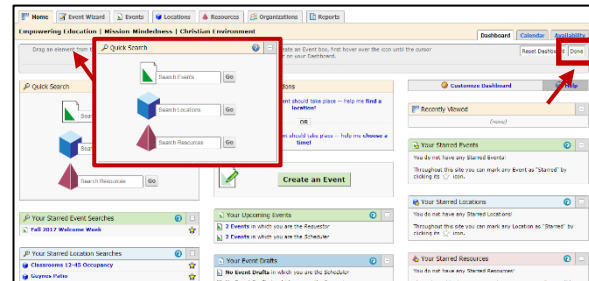
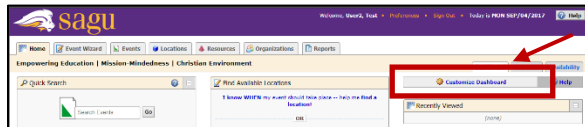
## MOVE A MODULE

- Step 1: Click the **Customize Dashboard** button
- Step 2: Select and drag the module to the desired location on the dashboard
- Step 3: Click **Done**



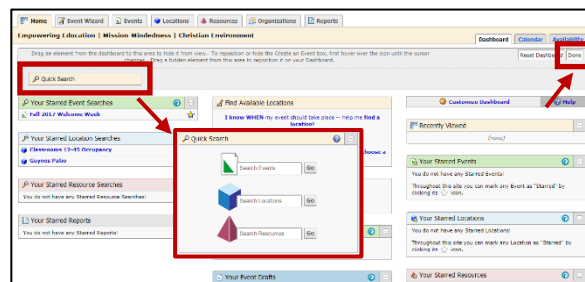
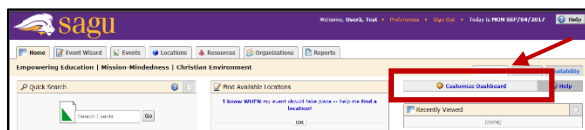
## HIDE A MODULE

- Step 1: Click the **Customize Dashboard** button
- Step 2: Select and drag the module into the grey box
- Step 3: Click **Done**



## RESTORE A HIDDEN MODULE

- Step 1: Click the **Customize Dashboard** button
- Step 2: Select and drag the hidden module to the desired location on the dashboard
- Step 3: Click **Done**



## RESTORE THE DASHBOARD TO DEFAULT

Step 1: Click the Customize Dashboard header

Step 2: Click Reset Dashboard

Step 3: Click Ok

