

## SIGNING IN TO 25LIVE

Access : Using Chrome or FireFox Browser (Never IE)

Uscb.edu > Faculty & Staff > 25Live

Your username is: *Your USC Network ID*

Your password is: *Your USC Password*

PLEASE EMAIL [spacerequest@uscb.edu](mailto:spacerequest@uscb.edu) AFTER YOU HAVE LOGGED IN FOR THE FIRST TIME SO YOUR ACCOUNT MAY BE ACTIVATED. Include your full name, user name, department area in which you work, and the name of your Supervisor.

- **ICON LEGEND**

An Icon legend is always available at the bottom of the page.

- **FEEDBACK**

You can always email [spacerequest@uscb.edu](mailto:spacerequest@uscb.edu) with any questions you have.

- **STARRED ITEMS** ☆

Selecting Starred items will allow users to speed up the scheduling process for users who request the same items often for events.



Users can designate any event, location, or resource as a Starred Item by clicking on the hollow star icon to the left of the name column in list view. When clicked, the icon will turn yellow and be saved as a starred item in the user's 25Live account.

- **PERFORMING A LOCATION QUICK SEARCH**

Locate the **Quick Search** field on the Home tab.

Enter any part of the Location name (i.e. HARG 156), or use BFT as an all-purpose search.

- **TURN AROUND TIME**

The minimum turnaround time is three business days.

If you have not seen any action after five business days please call (843)208-8058

## EVENT WIZARD – CREATE AN EVENT

### NAMING CONVENTIONS

**Event Name** should always communicate what the actual event is in detail. Do not use an event type as the name for event. Best if you use a consistent naming structure for search purposes.

Faculty Senate Meeting – 2015-2016  
Student Orientation for Fall 2016  
Girls Softball Tryouts

**Event Title** is how the event name should appear on any published calendars. Do not abbreviate, do not include the date, but otherwise it should be almost identical to the Event Name.

### EVENT TYPE

Select the item which best represents the classification of the organization or department hosting the event.

### EXPECTED HEAD COUNT

Enter the approximate number of people that will attend your event.

**Total headcount must not exceed location occupancy limits**

## DATE AND TIME

### READ THE INSTRUCTIONS CAREFULLY!

If your event is adjacent to another event in the same space you must allow enough time before your events in the space can be flipped.

“**Pre-Event**” designates how much time in advance you would like to have the room reserved for your organization. **Minimum is 30 minutes.**

“**Post-Event**” designates how much time in advance you would like to have the room reserved for your organization. **Minimum is 30 minutes.**

**Setup** is the designated time for custodians and setups to ensure your space is ready. **Minimum is 1 hour.**

**Takedown** is the designated time for custodians and setups to restore the space after your event. **Minimum is 1 hour.**

A 24-hour clock is used in setting times (0800 – 2100). The event can be repeated multiple days with same set time.

## EVENT LOCATIONS

If you know your location, click on **SEARCH** and type the building code followed by room number then click on the **SEARCH** button.

If you need to find a location, you may use the key word BFT to search for all locations, or you may select MORE OPTIONS “**Categories**” to present you with a respective list of search options.

Selecting a location indicates your preference for this location.

**Your location is not reserved until your request is received by the location owner and attached to your event by being approved.**

Usually because of Setup/Takedown times, spaces that may appear to be available might not actually be available with the adequate time for your event. This is the primary reason that locations are changed.

## RESOURCES

Select the most relevant resources for extra needs that will be attached to event (i.e. AV equipment, Catering, Room set up). Work Orders must be completed and submitted to the dept. helping make your event successful. **Your resource is not reserved until your request is received by the authorizing department, and the valid work order is approved.**

## CATEGORIES

Select the most relevant categories for public view on website calendar. You may skip if event is NOT to be announced to public.

## AFFIRMATION / SAVE

You must abide by the standard policies of reserving spaces on campus.

You must agree to the policies to submit your event request.

## EMAIL

Once you have saved your event to be submitted, you may email the necessary depts. with work orders attached to the event details.

## EXIT

**ALWAYS** exit your request once finished by clicking on Red 'X' in event tab. Event will not be released by you until closed.



## QUICK SEARCH TIPS FOR 25LIVE

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### LOCATIONS:

**Quick Search** – when in doubt a quick search on Locations using BFT will get you all USCB results

**Tip** – A location is the Building Name (Private Dining is located in CMPCTR.... When in doubt search BFT)

| USCB Bluffton Locations  | USCB Historic Beaufort Locations | Misc           |
|--------------------------|----------------------------------|----------------|
| CMPCTR – Campus Center   | ARTS – Arts Studio               | TRV - vehicles |
| HARG – Hargray Building  | BCB – Beaufort College Building  |                |
| LIBR2 – Library Building | CFA – Center for Fine Arts       |                |
| PV – Palmetto Village    | MSCI – Marine Science Building   |                |
| REC – Recreation Center  | SAND – Sandstone Building        |                |

### ORGANIZATIONS:

**Quick Search** – when in doubt a quick search on Organizations using BFT will get you all USCB results

**Tip** – Your Organization is the Umbrella in which your department falls. (If you do not see BFT, it is not our campus)


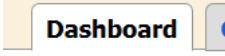
| By choosing this Organization               | You are creating an event for  |
|---|--|
| Academic Affairs - BFT                      | IE, Academic Affairs,  |
| Administration - BFT                        | Chancellor, University events  |
| Athletics - BFT                             | Athletics, Intermurals, Fitness classes                              |
| Chartwells Dining - BFT                     | Dining Services  |
| Community Outreach - BFT                    | Center for Fine Arts, Continuing Education, Osher Life Long Learning |
| COSY - BFT                                  | COSY   |
| Department of Business Administration - BFT | Dept disciplines, Academic Dept events                               |
| Department of Education - BFT               | Dept disciplines, Academic Dept events                               |
| Department of English and Theatre - BFT     | Dept disciplines, Academic Dept events                               |
| Department of Fine Arts - BFT               | Dept disciplines, Academic Dept events                               |
| Department of Hospitality Management - BFT  | Dept disciplines, Academic Dept events                               |
| Department of Humanities - BFT              | Dept disciplines, Academic Dept events                               |
| Department of Mathematics & Cmp Sci - BFT   | Dept disciplines, Academic Dept events                               |
| Department of Natural Sciences – BFT        | Dept disciplines, Academic Dept events                               |
| Department of Nursing & Health Promotion    | Dept disciplines, Academic Dept events                               |
| Department of Social Sciences – BFT         | Dept disciplines, Academic Dept events                               |
| Enrollment Management – BFT                 | Admissions, Financial Aid, Registrar, Recruiting                     |
| Finance and Operations – BFT                | HR, Cashier, Purchasing, Public Safety, Facilities Mgmt,             |
| IT (Information Technology) – BFT           | IT events  |
| Library – BFT                               | Library events   |
| Marketing, Communications, and Dev – BFT    | Advancement Office, Development Office                               |
| Student Development – BFT                   | Professional Advising, Counseling, Tutoring, Testing, Housing        |
| Student Life                                | Student events, Student Life   |


### RESOURCES:

**Quick Search** – when in doubt a quick search on Resources using BFT will get you all USCB results

**Tip:** Resources should always be accompanied by required work order and be followed up directly with unit providing resource. (If you do not see BFT, it is not our campus)

|                           |  |
|---------------------------|--|
| BFT AV Support            | Any technology or AV equipment needed for event – routes to IT |
| BFT Catering – Chartwells | Any catering needs through Chartwells – routes to Dining       |
| BFT Facilities and set up | Any Facilities or set up – routes to Facilities                |

**When in doubt:** Go Home  to Dashboard 

 = REFRESH (must refresh to see newly populated data)