

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 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 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)


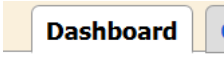
By choosing this Organization	You are creating an event for
Academic Affairs - BFT	IE, Academic Affairs,
Administration - BFT	Chancellor, University events
Athletics - BFT	Athletics, Intermurals, Fitness classes
Chartwells Dining - BFT	Dining Services
Community Outreach - BFT	Center for Fine Arts, Continuing 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)