



25Live®

USER GUIDE/NOTES

WEBSITE: 25live.collegenet.com/massbay

Step 1: Go to 25live.collegenet.com/massbay and 'Sign In', using your MassBay username and password, do not add @massbay.edu after your user name.

Once you sign in, you will be directed to your dashboard. From here, you will be able to see pending events, confirmed events, starred locations, starred events and the option to 'quick search' events, locations, and resources.

Step 2: To begin a reservation, click 'CREATE AN EVENT'.

- The event wizard will now load so you can begin your reservation.

EVENT RESERVATION - STEP BY STEP GUIDE

PAGE 1 - BASIC INFORMATION

Event Name: This will appear on the calendar.

- Event name can only be 40 characters long

Event Type: Meeting, Workshop, Class, etc., whichever type most accurately describes your event.

Organization: Search for your organization by typing in the search box.

***TIP:** Star ★ "Event Type" and "Primary Organization".

PAGE 2 - ADDITIONAL BASIC INFORMATION

Expected Head Count: Please enter an approximate number. This helps for set ups and determining meeting locations.

Event Description: The event description will allow guests to learn more about the event. Please include brief details about the event, no more than a few sentences long. Do not change the font - always use default settings.

This information will appear on the public calendar. Write the description to help audience to know important details about the event. Include web page (URL) or RSVP if applicable. Please do not use this space for comments to Event Manager.

PAGE 3 - REPEATING EVENT

Does your event repeat?: Yes or No

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PAGE 4 - DATE AND TIME

Event Start: Please select your event date. Be sure to use caution when selecting the year and time (AM/PM).

- Keep the box checked beneath the end date. You ALWAYS want your event to start and end on the same day.
- Event times should be accurate. We want event start and end times to be accurate for the community. If you need time to setup/takedown, please do so below. Setup or Pre-Event and Post-Event or Takedown.

When is it necessary to include set up times?: Set up times are most important when you are reserving the Atrium. Often times meetings cannot go back to back in the Atrium as we can in conference rooms or classrooms. This is due to the two main types of set ups we have in the Atrium. Theater Style - all chairs facing the front (seating for 60) and Classroom Style - 6 chairs at each table (seating for 54).

- Event set up times are not necessary for most meeting locations or classrooms. If you are hosting a large event that requires special set up in the cafeteria or any conference room, Special Events will determine the appropriate set up times.
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PAGE 5 - REPEAT OCCURRENCES

Does your event repeat?: If so, click the type of repeat: ad hoc, daily, weekly, monthly.

Ad hoc repeats are preferred. If your meeting gets cancelled or rescheduled we can easily add/delete dates in ad hoc.

Once you set the parameters of the repeat, review the dates before continuing to the next page.

- If your event does not repeat but you accidentally selected 'yes' my event repeats, review the repeat options and select 'Does Not Repeat'

***TIP:** Reservation Changes - if you know your meetings often change and need to be rescheduled, add the additional dates as ad hoc.

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PAGE 6 - EVENT LOCATIONS

Search for locations. Locations can be searched by name: Ex. Alumni Board Room, Conference Room B, W242A, F323 etc., and then hit 'enter'.

- W indicates a classroom in Wellesley, while F indicates a classroom in Framingham.
- STAR your favorites (rooms you use frequently)

Once you select a location, you will see it on the right under 'selected locations'.

- Be sure you see the location listed in the right column. If the location is not there, click again on the location. If you selected a location and you do not need that location, hit the 'x' by the location name to remove it.
- If this is a one-time event, you can edit the set up layout (if necessary) and include set up instructions below.
- If you are selecting a classroom or a conference room, the layout option will remain the same.
- No need to add attendance again
- If you are entering multiple events, you can do so if they all occur at the same time - even if they occur on different campuses.
- After you select a location you have the option to 'View and Modify Occurrences' to select the meeting dates that occur in that location.
- If the room you wish to have your event in has a conflict, you can click on the event location to show the conflict.

- Events should be scheduled after locations have been confirmed. If the event was not scheduled and the location you wish to use has a conflict, you are responsible for contacting the group that is reserved in the room.

Please note: event times for conflicting events often overlap multiple events. You must use caution and be sure to schedule events in advance to prevent this from happening.

Going forward: your starred locations will show up first and you will see if the room is available or not.

- Uncheck the 'show only my authorized locations that have no time conflicts' if you wish to see all of the rooms, regardless of the availability status.

***TIPS:**

- If the classroom you are requesting is in conflict, or if you do not have a specific classroom in mind, you can search for classrooms by campus and by floor. Search 'W1' for classrooms in Wellesley on the 1st floor. Similarly, search 'F1' for classrooms in Framingham on the 1st floor.

POPULAR SEARCHES

Wellesley	Framingham	Both Campuses
W1	F1	Cafeteria
W2	F2	Computer Lab
W3 W4	F3	Conference Room
W5	F4	
WAUD Wellesley Auditorium	FAUD Framingham Auditorium	

- Star  event locations used frequently.

PAGE 7 - EVENT RESOURCES

Search by Resource: PowerPoint, Microphones, polycom, skype, any IT resource that you will need for the meeting, then hit 'enter' to search.

- You can also select table sizes, easels, flipcharts and Special Events will contact facilities to complete the set up.

POPULAR RESOURCES

PowerPoint Setup	Tables - 4' Square Cafe
Microphone - Wireless, Handheld	Tables - 6' Rectangular
Microphone Stand - Floor	Tables - Atrium
Skype Setup	Chairs - Folding
Speakerphone - Polycom	Easels
Laptop Cart (select campus)	

- Star  event resources used frequently.

Selecting resources is a way Special Events knows to notify Facilities and IT about special needs for your meeting. Please be specific and only select what you need.

PAGE 8 - CATEGORIES

Categories are how we filter to the website. Sort to the appropriate category so it is displayed on the web calendar. Multiple categories can be selected, but you must choose at least one.

- If this is an internal meeting, please click 'DO NOT PUBLISH ON CALENDAR' so the meeting does not get posted on the public calendar.
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PAGE 9 - COMMENTS

These notes are private and only for the scheduler. Please include any special instructions or comments about the event. Ex. If you aren't sure you requested the reservation correctly, please list event information (dates, resources, room setup, etc.) in the comments and they will be reviewed.

***TIP:** If you are not the contact, please list contact details in comments.

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PAGE 10 - EVENT HAS BEEN SUCCESSFULLY SAVED.

You have completed your event. You will receive an email stating that your event has been created with the URL to the event. Events will stay pending until confirmed. A request does not guarantee space. Your event is not confirmed until you receive an email confirmation.

- You are always able to check the status of your pending events and events that have already been confirmed. These are located on your dashboard when you first log in.
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HELPFUL TIPS

25Live should be used in Mozilla Firefox or Google Chrome. **Internet Explorer does not work with 25Live.**





- If you request an event, you or a representative from MassBay must be present for the event.
 - Events for outside organizations must be scheduled by Special Events.
 - If you are planning an event and hosting an outside group, please notify Special Events and we will let you know if a contract, insurance or any additional service fees are required.
- Requests should be submitted at least three days prior to the date of an event.
- To speed up the confirmation process, please include all set up details. Rooms cannot be confirmed until all set up requests are submitted.

EVENT PRIORITY USAGE:

Events are on a first come first serve basis, with the following priority:

1. All academic classes take priority and will be scheduled first.
 - Events in classroom space or shared classroom space should not be requested until the academic schedule is completed. They will not be confirmed until all classes are scheduled
 2. Institutional Events - Open House, Commencement, Professional Day, etc.
 3. Department Events - workshops, expos, presentations, student activities
 4. Student Events - club meetings, club events
 5. Private Events - department gatherings, outside organizations
- Before planning an event, check the calendar. We do not want to offer two academic events or activities at the same time and compete for attendance. It would be best to offer events at different times to maximize attendance and offerings to the community. ***If your request competes with an already scheduled community event, your event will be reviewed and may be denied.***

EVENT DETAILS:

- Once your event is confirmed and you select it, you will see the 'Event Details' page. If you review the 'Event Occurrences' you will see a box under 'Assignments'. The blue box  indicates a location was selected. If you see a red triangle , that indicates resources were selected. If you see a gray box , a location assignment is pending.
- Click the  to see an overview of the event details.
- Event Preferences are **NOT** a location assignment.

OTHER HELPFUL TIPS:

- If you need to extend your meeting time, please request a meeting extension through 25Live. There is no way to edit reoccurring event time.
- If your meeting needs to be canceled, let Special Events know as soon as possible. This will free up the space for other events and we will cancel any associated set up requests.
- Parking passes are available for the student lot through Special Events.
- Web pages and flyers for events WILL NOT be created without an event confirmation. Once the dates and location has been confirmed, please send the event confirmation to the marketing email, marketing@massbay.edu, to create a ticket for your promotional needs.

Catering through Corporate Chefs: Wellesley - Corpchefs_wellesley@massbay.edu; Framingham Corpchefs_framingham@massbay.edu

- If you do order food for your meeting or event, let Corporate Chefs know when your meeting begins and ends to ensure they set up and clean up between events.

START HERE. GO ANYWHERE.

WWW.MASSBAY.EDU