

25LIVE Quick Reference Guide - Basics

Mozilla Firefox is the recommended browser for accessing 25LIVE. Users are strongly discouraged from using Internet Explorer.

Signing In to 25LIVE

Step 1: Access 25LIVE at

<http://25live.collegenet.com/stanford>

Step 2: Sign in to 25LIVE by clicking on the *Sign Into 25LIVE* link at the top.

Sign In to 25Live

Stanford students, staff and faculty sign in with their Stanford SUNet ID's and passwords.

Individuals without a Stanford SUNet ID can view the 25Live website, but need to have a Stanford sponsor in order to request an event.

Checking Location Availability

If you know the name of the room:

Under the "Quick Search" section, type the full or partial name of the room or building (e.g. Y2E2, Mackenzie, Mccull, etc.) here:



The rooms appear in a list. Select a location name to see its Details. Availability and Calendar can be chosen to view events occurring in this location.

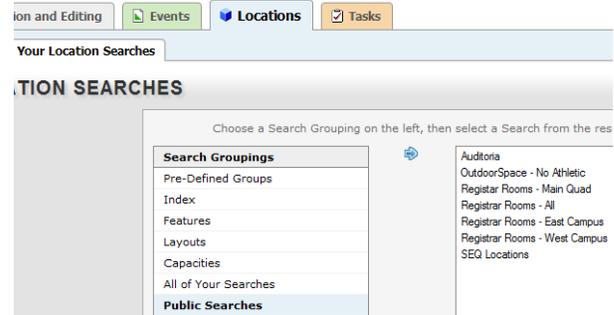
If you are unsure of the name or would like a variety of rooms:

Step 1: Click on the blue *Locations* Tab.



Step 2: Click on the **Your Location Searches** tab. Under "Search Groupings," you can search for rooms in numerous ways including Features,

Capacities, or Public Searches (e.g. SEQ Locations, Registrar Rooms - Main Quad).



Step 3: Select a location to see room details. Availability and Calendar can be chosen to view events occurring in this location(s).

Searching for Events

If you know the name of the event:

Under the yellow "Quick Search" section, type the full or partial name of the event in:



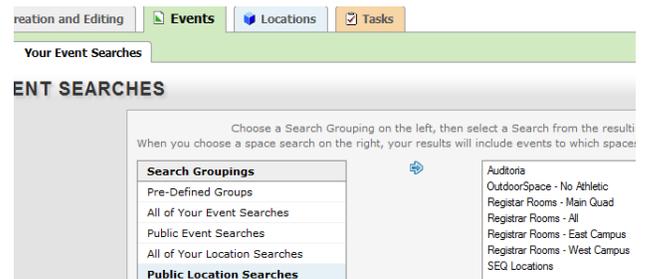
If you are unsure of the name of the event:

Step 1: Click on the green *Events* Tab.



Step 2: Click on the **Your Event Searches** tab.

Under "Search Groupings," search for Events by Pre-Defined Groups, by searches you have saved or by public searches.



Step 3: Click on an event to view event details. Different start and end dates can be selected by clicking on the date range and choosing new dates. The Date Range Interval can be changed or unchecked.

If you have any questions or suggestions for improvement, please email Sarah Cho at sarah.cho@stanford.edu