25Live at Heartland Community College
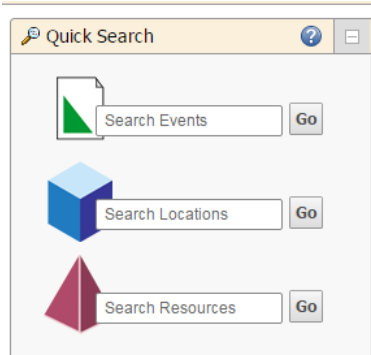
Logging in to 25Live

- Go to 25live.heartland.edu.
- Sign in using your HCC credentials

TIP: We recommend using Firefox or Chrome.
TIP: You can also log in to a TEST environment by going to 25live.collegenet.com/heartlandt

Searching for Events

- On the "Home" tab, find the "Quick Search" section.

- Simply type in all or part of the event name and click "Go"
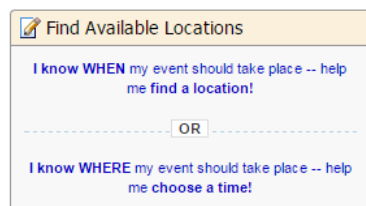- Click on the event name to view more details and actions.

TIP: You can search for classes by class title or subject.
TIP: On the "Home" tab, in the "Your Upcoming Events" section, you can quickly see all events you have scheduled.

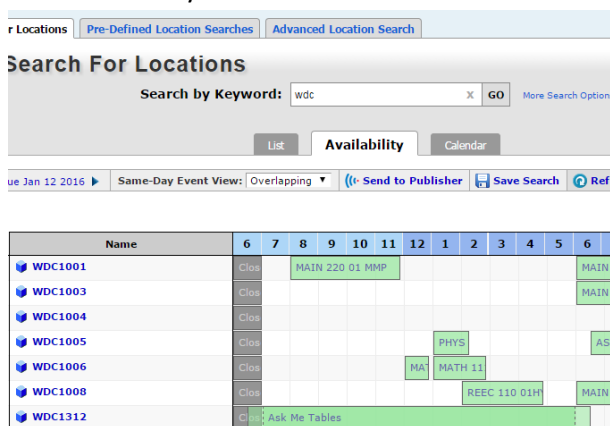## Finding Available Rooms

Quick Find

- On the "Home" tab, find the "Find Available Locations" section.

- Click on the appropriate link if you know either when or where of your event should occur.

Location Availability Search

- On the "Home" tab, find the "Quick Search" section.
- Type in all or part of a room name, building name, or room type.
- On the Search For Locations results page, select the "Availability" or "Calendar" tab.

TIP: You can click on any available time slot to create an event.
TIP: If you select any Location, you will have more availability search options such as Daily and Weekly Availability

Customizing 25Live – Starred Items

- You can designate locations as Starred Items by clicking on the hollow star icon next to the Location name.

- Starring locations will speed up the scheduling process for your favorite items and most used locations.

TIP: On the "Home" page, find the "Your Starred Locations" section to quickly search for when these locations are available.

Scheduling an Event

Open the Event Wizard

- Click on the "Event Wizard" tab, or
- Click on the "Create an Event" button, or
- Click on any available time slot on a calendar or room availability.

Event Information

- **Event Name (required)**
  When naming events users should remember that 25LIVE is viewable by all faculty and staff. Your event may be published to a calendar or printed for facilities and security reports. Please name events in a way that will be understandable to others and avoid acronyms when possible.
- **Event Title**
  The Event Title editor provides extra space to add more detail to the Event Name or to add a subtitle to their event. If no additional name or title information is needed, just duplicate the Event Name or leave blank.

- **Event Type (required)**
  For most event types, you'll pick something simple like "Meeting", "Training" or "Workshop". Feel free to browse and pick the type that makes the most sense for your event.
- **Primary Organization** *(required)*
  Select your department. This will help us with room utilization reporting. Do not schedule events for external organizations as this will result in an invoice being generated. Contact Lauren Sheley for external groups.
- **Expected Head Count** *(required)*
  Give your best guess. 25Live will propose available rooms that meet your size requirements, but you can ignore room capacities when selecting rooms. Expected Head Count will also help with utilization reporting.
- **Event Description**
  This will only show in 25Live. The Description is also published to website calendar.

- **Occurrences (required)**
  Specify if this event occurs once or multiple times. If it reoccurs, you will be asked to provide recurrence information after you set the event date/time.
- **Event Date/Time (required)**
  Enter the date and start and end times for the event. You can also add pre and post event times for additional setup time, registration, etc. For one-day events with multiple occurrences (i.e. weekly meetings at the same time), enter the dates and times of the first occurrence then choose your repeat option on the next page.
- **Locations**
  Search for Locations by typing in something and hitting Enter. You will also be able to quickly see your starred locations here. When you select a location, it will appear in the right column under "Selected Events".
  - If the search does not return the expected result, try limiting the search to a key word such as the building name.
  - Check to make sure there are no conflicts such as building hours, holidays and other events.
  - More than one location can be selected for an event.
- **Resources**
  Search for and select any resource(s) for this event. Common Resources are found by searching for "Facilities" or "IT"
- **Custom Attributes**
  You may fill out any of these fields, but none of them are required.
- **Contacts**
  You will be the Scheduler and Requester by default. Update any contact information as needed.

Tips on Using the Event Wizard

TIP: The left column functions as a quick navigation.
TIP: Click "Save" at any time to see what you still need.
TIP: The only required fields are: Name, Type, Organization, Head Count, Occurrences, and Date/Time.