

Getting started with 25Live®

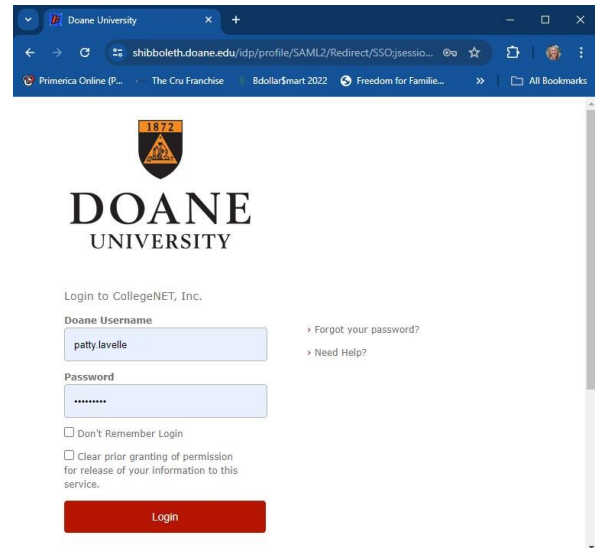
LOGIN & UPDATE CONTACT INFO

How to login into 25Live® for the first time:

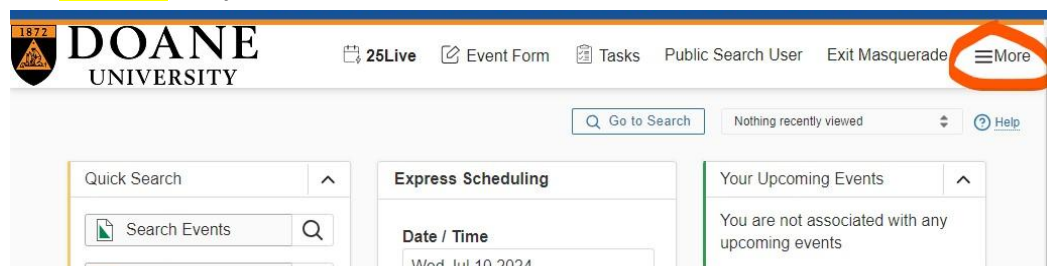
1. Go to the 25Live link (<https://25live.collegenet.com/pro/doane#!/home/dash>) and log in with your normal Doane email and password (we recommend adding a bookmark for this link for future use).

TIP! Recommended browsers that work best with 25Live are **Google Chrome** or **Microsoft Edge** (for MAC users). Safari is NOT recommended... it will work, but not well.

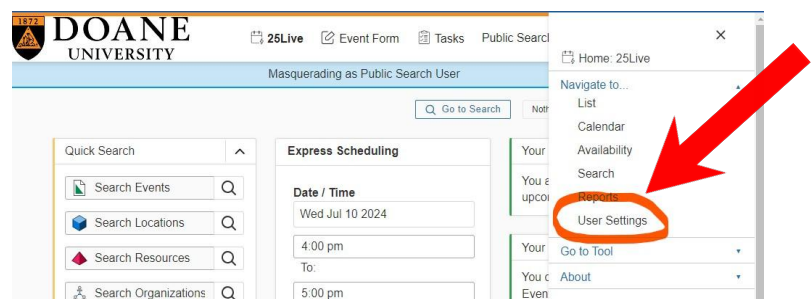
TIP! While there is NOT an app for 25Live, it DOES scale well for use on a mobile device.



2. Once you log in, you will be brought to the main dashboard. In the right hand corner, click the **"More"** dropdown menu.



Then click on **"User Settings"**.



On the “User Settings” page you can **edit and update your personal account information**. Make sure to **press “SAVE”** when you have finished.

User Settings

Edit Contact Info Display

Basic Information

Name Prefix

First Name

Middle Name

Last Name *

Name Suffix

Title

Internal ID

Work Address

Street Address

City

State / Province

Zip

Country

Phone

Fax

Home Address

Street Address

City

State / Province

Zip

Country

Phone

Fax

Email

Work Email *

Home Email

Email Signature

File Insert Table View Format Tools

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☒ Copy myself on all emails I send

Save

4. Return to your main **Dashboard** by clicking on the **“25Live”**.

DOANE UNIVERSITY

25Live Event Form Tasks Public Search User More

Go to Search Nothing recently viewed Help

Quick Search

Search Events Search Locations Search Resources Search Organization

Express Scheduling

Date / Time Wed Jul 10 2024

4:00 pm To: 5:00 pm

Duration: 1 Hour

Express Locations Search spaces

Event Name

Save Open in Form

Your Upcoming Events

You are not associated with any upcoming events

Your Starred Events

You do not have any Starred Events!

Throughout this site you can mark any Event as "Starred" by clicking its ☆ icon.

Your Starred Reports

You do not have any Starred Reports!

Customize Dashboard

The top navigation bar is available on every screen and will help you access the main parts of the application including:

Event Form - See the instructions for how to schedule an event or reserve a space in the training: [25Live Submitting an Event Request Form](#)

Tasks - A "task" is an actionable item that needs to be responded to such as a location/resource assignment request, approval or an FYI notification assigned to

one or more 25Live users. Location/resource assignment requests and approval/FYI notifications are automatically generated by the system based on workflow setup. To Do tasks are created manually by 25Live users and can be assigned to themselves or other users.

The **MORE** button - This expandable menu provides you with additional links and options.

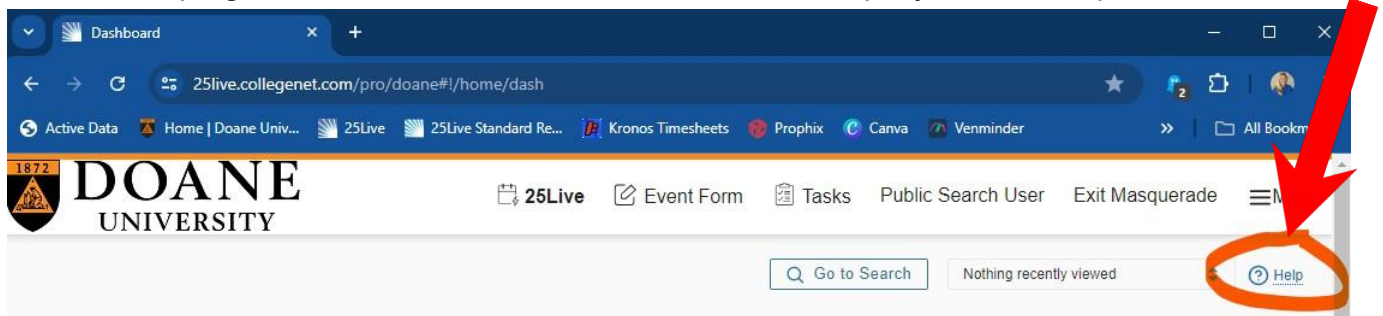
Your **Dashboard** has been set up for you with the items we feel you will use the most and includes:

- **QUICK SEARCH** - (on the left) This widget allows you to search for events, locations, resources and organizations. Simply type in one or more keywords for the type of object you want to search for, and use the search button(s) to continue.
- **Express Scheduling:** This quick form is an easy, direct way to schedule simple events in Doane common spaces that are immediately available without the need for additional approval, such as library study rooms and some conference rooms. See the [25Live Express Scheduling](#) instructions
- **Your Upcoming Events:** This widget shows the events which you have requested and/or scheduled and allows you to go straight to those events.

The screenshot displays the Doane University 25Live dashboard. At the top, the Doane University logo (founded 1872) is on the left, and navigation links for 25Live, Event Form, Tasks, Public Search User, Exit Masquerade, and a More menu are on the right. Below the header, a 'Go to Search' button and a 'Nothing recently viewed' status are visible. The main content area is divided into three columns. The left column features a 'Quick Search' widget with four search options: Search Events, Search Locations, Search Resources, and Search Organization, each with a magnifying glass icon. Below this is a 'Find Available Locations' section with two interactive prompts: 'I know WHEN my event should take place -- help me find a location!' and 'I know WHERE my event should take place -- help me choose a time!'. The middle column contains the 'Express Scheduling' form, which includes fields for 'Date / Time' (set to Wed Jul 10 2024), start time (4:00 pm), end time (5:00 pm), and duration (1 Hour). It also has a dropdown for 'Express Locations' (currently showing 'Search spaces') and an 'Event Name' field. 'Save' and 'Open in Form' buttons are at the bottom of this section. The right column contains three status widgets: 'Your Upcoming Events' (stating 'You are not associated with any upcoming events'), 'Your Starred Events' (stating 'You do not have any Starred Events!' and explaining the starring process), and 'Your Starred Reports' (stating 'You do not have any Starred Reports!'). A 'Customize Dashboard' link with a gear icon is located at the bottom right of the dashboard.

5. One of the most important places you should know about while using the 25Live software is the **"HELP"** button.

25Live has developed a very robust knowledge base where you'll find all product help, resources, best practices and training information. Simply click on the **"HELP"** button in the top right corner of the screen and search for the topic you need help with.



QUESTIONS?

If you are simply stuck and need more help, or find something that doesn't quite make sense for a reservation, room, or other space, **please be sure to contact Doane's Event Service team by email, google chat or phone** and we will do our best to help you!

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