25Live Event Management
1. Sign into 25Live. You will be either on the **Dashboard** or the **Calendar** view of the **Home** tab. Choose the **Dashboard** view.

2. A) Ways to search for events from the **Dashboard** view of the **Home** tab.

   - **Quick Search**
     Enter at least two characters of the event name, or the event code, or the CRN of a course you wish to look up in the blank field next to the paper icon and click Go.
All events matching the entered criteria will open on the Events tab. You can further refine the search by clicking on **More Search Options** next to the yellow **Keyword** field, change to a Calendar view, edit the event, or click on its title for more information.

![Search for Events](image)

**ii.) Your Starred Event Searches**

You can star any search criteria by either clicking on the blank star next to the title or saving and starring the search criteria (See Step 3.) The search will show up on the Home tab under **Your Starred Event Searches**. Simply click on the title to see results matching the search criteria. Results will open on the **Pre-Defined Event Searches** tab. You can customize the view and choose either the List or the Calendar format.

![Pre-Defined Event Searches](image)

**iii.) Your Events**

The **Your Events** block shows all events you scheduled or requested in 25Live. Click on the applicable event number to see all your events open on the **Pre-Defined Event Searches** tab. You can customize the view and choose either the List or the Calendar format.

![Events tab](image)
iv.) **Your Event Drafts**
You have direct access to those events that you have not finished creating but saved along the process. Click on the applicable event draft bold line to open the event on the Pre-Defined Event Searches tab. If you wish to finish scheduling the event, click on the paper with a pencil icon.

![Image](image1.png)

v.) **Recently Viewed**
The Recently Viewed box shows all events you searched for. Clicking on the event title will open the details of the event on an individual tab. You can change between views, edit the event, change its state, or select other functionalities by clicking on the More Actions drop down arrow.

![Image](image2.png)

vi.) **Your Starred Events**
After creating and saving an event, 25Live offers you to star the event. You will have direct access to your most commonly used or favorite events. Once again, click on the title to open the event details on an individual tab. You can change between views, edit the event, change its state, or select other functionalities by clicking on the More Actions drop down arrow.

![Image](image3.png)
B) Ways to search for events from the **Event** tab.

i.) **Search for Events**
Click in the **Search by Keyword** field and enter at least two characters of the event title, the event’s reference code, or the CRN for a course to start the search. Then click on **More Search Options** next to the field to add more criteria.

Additional search criteria will open. Choose a feature, click on its drop down arrow and select as applicable. Then click on the Go button to start the search.

The results will open offering you different views and further actions.
ii.) Pre-Defined Event Searches

On the Pre-Defined Event Searches sub-tab you can search for events according to pre-defined search groupings of existing searches. First select a grouping, then a category from the opening list, then click on Run. Results will open in a list or a calendar view.

iii.) Advanced Event Searches

Advanced Event Searches are similar to the Pre-Defined Search with some additional features such as setting up your own search groupings by using the New Search button under the existing list or the ability to edit and delete categories.

3. Saving Search Results and Search Criteria

After the event search 25Live will provide you with the option to save the search.
Click on the **Save Search** icon. The **Save Event Search** window will pop up.

Click either the **Search Criteria** or **Search Results** radio button depending on what you wish to save. An additional block will open asking you to give a name to the saved search results or criteria and decide whether you wish to “star” it or not. Once completed, click on the **Save Search** button.

**Congratulations, you successfully searched for events and saved the search!**