25Live® RISD

SIGN IN Go to: scheduilepro.risd.edu
- Enter your RISD username/password. Do not include @risd.edu. For assistance with your ID or password, contact the IT Service Desk.

CUSTOMIZE YOUR DASHBOARD If you are a new user, we recommend setting up your dashboard the first time you log in.
- Select ⚙ Customize Dashboard then drag and drop the highlighted fields. Select "Done" to save changes.
- Click the grey star ☆ next to any location or event that you view or use often.
- Items marked with a yellow star ⭐ will appear on your home page and event requests without requiring you to do separate searches.
- Click Reset to restore dashboard back to the original layout.

CREATE AN EVENT REQUEST Click "Create an Event" from your dashboard, or the "Event Form" button from the taskbar.

FIND AVAILABLE LOCATIONS
- To search available locations during a specific date and time, click "I know WHEN my event should take place - - help me find a location!"
- To search available dates and times for a preferred location, click "I know WHERE my event should take place - - help me choose a time!"

CHECK AVAILABILITY Open the ☰ menu to Navigate to the Availability grid. Select a location and date to perform search. To start a new request, click the Create Event icon ✏ while hovering over the preferred space, date and time.

	Blank/White	Available
	Gray	Closed based on Building Hours
	Black	Blackout for holiday/closure
	Green	Confirmed Event
	Light Green	Set up or take down time
	Orange	Unavailable due to an event in shared/overlapping location
	Purple/ Gray Slash	Request in process but not yet saved/submitted

QUICK SEARCH
- Event Enter one distinguishing word in your event name or the reservation ID number.
  - e.g. Admissions or 2020-ABCDEF
- Locations Enter the location name, building or portion of the room number.
  - e.g. BEB or Farnum Park or 143
- Organization Enter the first few letters or the full name of the department or office.
  - e.g. Registrar or Reg

ROOM FEATURES From the "Quick Search" box, in the Location Search field, enter the building name, street address or room number (Note: ProvWash does not work!) Click the room name hyperlink to view details.

ROOM DETAILS Click on tabs for additional information such as AV connections, building access or dimensions, as well as an image and location on Google maps.
- List view scheduled events for the current day
- Availability (Daily) view events by day
- Availability (Weekly) view events by week
- Calendar view monthly room usage

CHECK YOUR REQUEST STATUS From "Your Upcoming Events" box, click "Events in which you are the Requestor" to access a list of your upcoming events. Event status is displayed in the "State" column.

RETURN TO YOUR DASHBOARD Click **25Live Pro** to return to your dashboard, or click the **RISD** logo to refresh your dashboard in a new window.

25LIVE SCHEDULING
For a simplified version designed for iPad or mobile devices go to: schedule.risd.edu. This feature is available for Express Scheduling rooms only.

SIGN OUT Close your browser to sign out of 25Live. Log out will occur at that time. A log out button is not available due to single sign on.