Using Google Chrome, go to: schedule.risd.edu.
Sign in using your RISD username/password (do not include @risd.edu). For assistance with your ID or password, contact the IT Service Desk.

Frequently Asked Questions

Please email conference@risd.edu with any questions!

WHAT SPACES ARE CURRENTLY ON 25LIVE?
HOW DO I SEARCH FOR A SPACE OR EVENT?
ARE THE NAMES AND SCHEDULERS OF EVENTS PUBLIC?
HOW DO I KNOW IF A SPACE REQUIRES APPROVAL?
IS THERE A WAY TO KNOW WHO THE APPROVES A SPACE?
CAN I SCHEDULE AN EVENT IN MULTIPLE LOCATIONS?
CAN I CHANGE THE LOCATION OF AN ALREADY SCHEDULED EVENT?
CAN I CANCEL MY OWN EVENT?
CAN I UN-CANCEL MY EVENT?
WHAT SPACES ARE CURRENTLY ON 25LIVE?
Conference rooms, multi-purpose, and outdoor spaces are currently on 25Live. Classroom spaces and most spaces in the RISD Museum are not yet in 25Live. A full list of available spaces can be found here. All campus spaces will be on 25Live during the next phase of the roll out.
To reserve classroom space, please contact the registrar’s office: reserveclassroom@risd.edu

HOW DO I SEARCH FOR A SPACE OR EVENT?
You can search locations by building or room name and events by event name or event ID using the “Quick search” section of the 25Live Pro home page. The event ID is provided in a confirmation email to requestor once booked.

For a more advanced search, please click the magnifying glass, and select “advanced” to add more specific criteria.

Pro-tip: You can star frequently used locations to make finding them even faster. Your starred locations also have their own widget on the 25Live Dashboard allowing you to quickly check availability!

You can look through any events in which you are the requestor or the scheduler in the “Upcoming Events” section of the 25Live homepage and clicking the “# Events” links
ARE THE NAMES AND SCHEDULERS OF EVENTS PUBLIC?
Yes, all event details can be seen by anyone logged in to 25Live.

HOW DO I KNOW IF A SPACE REQUIRES APPROVAL?
When you select a location in the event form, each location will say “reserve” or “request” – if a location says “reserve” it requires approval.

IS THERE A WAY TO KNOW WHO THE APPROVES A SPACE?
In the details of each location, a primary “Location Scheduler” is listed, if appropriate. This is a person you could reach out to if you have questions about the space or any pending approvals for a location.

CAN I SCHEDULE AN EVENT IN MULTIPLE LOCATIONS?
Yes! As long as the events are at the same time, they can be booked in multiple spaces - just select each space you need at that section of the event form.
If events are at different times in different spaces, they will need to be scheduled as separate events.

CAN I CHANGE THE LOCATION OF AN ALREADY SCHEDULED EVENT?
Yes! Open your event in 25Live so you can see the event details. Click “Edit Event” (see below)

From there you will be taken into the edit form, which is the same form that you used to create the event. Under the location search section, search for the new location, request or reserve it, and remove the unwanted location.
The unwanted location can be removed by clicking “remove” listed under the date of each location listed (see below).
CAN I CANCEL MY OWN EVENT?
Yes! Open your event in 25Live so you can see the event details then change your event state to cancelled.

Once you select “Cancelled” an alert will pop up to confirm. Just click “OK” and the event will be cancelled.

25live.collegenet.com says
Saving an event in the Cancelled state releases any location and resource assignments. Only users with the required security permissions may edit an event that has been cancelled.

CAN I UN-CANCEL MY EVENT?
Yes! If you experience an immediate change of heart, you could re-request a space.
To re-request an event, open your event in 25Live so you can view event details and click “edit event.” This will bring you back to the event form and prompt a notification that your event has no current occurrences.
Under the calendar in the event form click on “View All Occurrences”

From there you can switch the date from “Cancelled” to “Active”

All Date Occurrences
You may select which occurrences to be included in your availability checks and searches. Adding an item in search will only add it for the occurrences selected below.

Include Only Missing Locations View Included

<table>
<thead>
<tr>
<th>Include In Search</th>
<th>Dates</th>
<th>Times</th>
<th>Comment</th>
<th>State</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mon Oct 25 2021</td>
<td>8:00 am - 9:00 am</td>
<td></td>
<td>Cancelled</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Active</td>
<td>Remove</td>
</tr>
</tbody>
</table>

Once your dates are “Active” again you can submit the event form as usual when requesting an event. If the space requires approval, it will need to be re-approved.