

Using Google Chrome, go to: [schedule.risd.edu](https://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.

#### SIGN OUT

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

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## Frequently Asked Questions

Please email [conference@risd.edu](mailto:conference@risd.edu) with any questions!

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## WHAT SPACES ARE CURRENTLY ON 25LIVE?

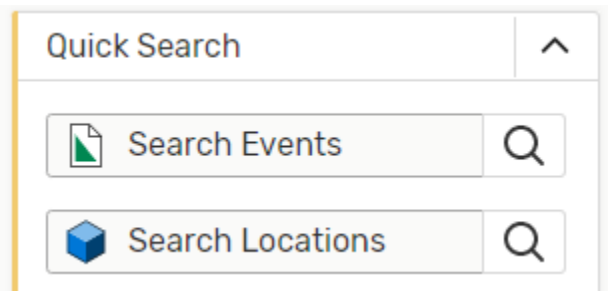
Conference rooms, multi-purpose, and outdoor spaces are currently on 25Live. Classroom spaces and most spaces in the RISD Museum are not yet in 25Live. A full list of available spaces can be found [here](#).

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](mailto:reserveclassroom@risd.edu)

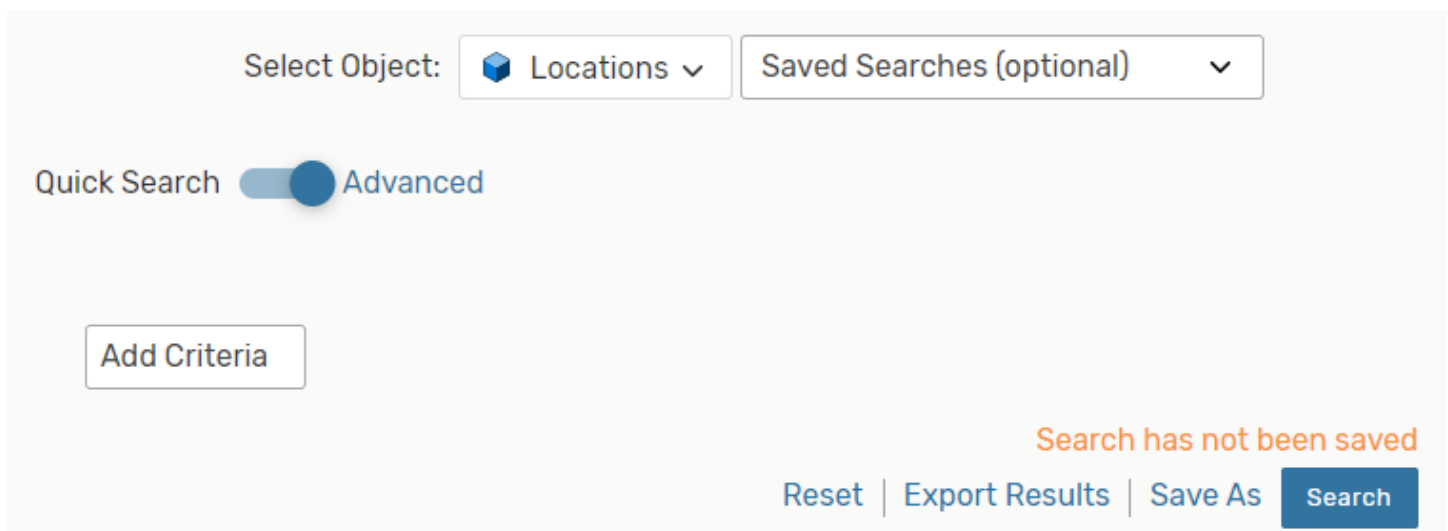
## HOW DO I SEARCH FOR A SPACE OR EVENT?

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.



The screenshot shows a "Quick Search" section with a dropdown arrow in the top right. Below the header are two search input fields. The first field is labeled "Search Events" and includes a magnifying glass icon. The second field is labeled "Search Locations" and also includes a magnifying glass icon.

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



The screenshot shows an advanced search interface. At the top, there is a "Select Object:" label followed by a dropdown menu set to "Locations" and a "Saved Searches (optional)" dropdown menu. Below this is a toggle switch for "Quick Search" which is currently set to "Advanced". A button labeled "Add Criteria" is positioned below the toggle. At the bottom right, there is a message "Search has not been saved" in orange, followed by links for "Reset", "Export Results", "Save As", and a blue "Search" button.

**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

Your Upcoming Events

- 9 Events in which you are the **Requestor**
- 11 Events in which you are the **Scheduler**

### 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)

Testy McTest ☆ Confirmed 2021-AABFCN Wed Sep 15 2021 9:00 am - 10:00 am TILL 000

Details Occurrences Calendar Schedule Task List Pricing Audit Trail More Actions

Edit Mode Off  On

[Edit Event](#) Confirmed

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).

**Locations** - Required ⓘ

**Locations Search** ▼

📍 TILL 000 Tillinghast Place, Grounds **Capacity:** 300 ☆

Date	Time	Conflicts	Shared	Layout	Instructions	Attendance
<b>Wed Sep 15 2021</b>	9:00 am - 10:00 am		<input type="checkbox"/>	As Is (3C) ▾		0

**Remove** View Occurrences

### 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.

📄 test ☆ Tentative 2021-AABGMG Mon Oct 25 2021 8:00 am - 9:00 am ↻

More Actions ▼

**Details** Occurrences Calendar Schedule Task List Audit Trail

Edit Mode  
Off  On

Edit Event  ↻ ⓘ Help

General ^ Event Categories **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.

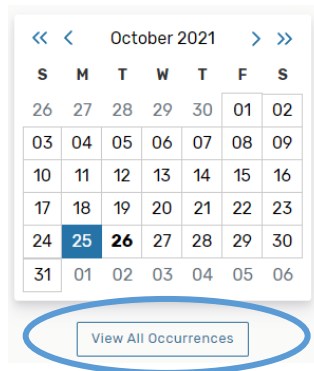
**OK** Cancel

### 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 In Search	Dates	Times	Comment	State	Remove
<input checked="" type="checkbox"/>	Mon Oct 25 2021	8:00 am - 9:00 am		<div style="border: 1px solid #ccc; padding: 2px;">           Cancelled ▾            Active            Cancelled         </div>	<input type="button" value="Remove"/>

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.