



25Live Enhancements!!

We are pleased to announce **NEW** enhancements in 25Live—the University Scheduling tool that helps event planners to organize and manage events!

- ◆ More efficient
- ◆ More accurate
- ◆ Easier to manage



25Live Locations

- CRUU and Pioneer Heights (PH) locations are now available as venue requests
- Student and Faculty Support Building (SF) conference rooms are now available in 25Live as Self-Service rooms
- Additional instructions are now available, for example:
 - “No food or drink allowed”
 - “Do not water lawn”

25Live Resources

- Aramark Food Services is now available as a Resource to include when creating an event.
- CRUU and Pioneer Heights (PH) resources are now available as resource requests.
- Additional instructions are now available, for example:
 - “Please deliver resources by 1:30 PM”

25Live Events

- Custom Attributes are now available –possible elements of an event that will require some additional details. They include:
 - Food service at event
 - Advertising for event
 - Alcohol consumption
 - Minors in attendance
- Free-form Comments and Internal Notes have more editing options
- Task Notifications – Items “To-Do” in 25Live. Used as the approval process for locations and resources.



25Live Education

Drop-in Workshops in SA-1400 training room

- December 2 & 9 at 9-10AM
- December 4 & 11 at 11AM – Noon

This is a good opportunity to learn more about all of the updates and best practices for event scheduling!

Contact Us

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