

# Using 25Live

The screenshot displays the 25Live Pro interface. At the top, the George Mason University logo is on the left, and navigation links for '25Live Pro', 'Guest', 'Sign In', and 'More' are on the right. Below the header, there are three main sections: 'Public Location Searches', 'Quick Search', and 'Popular Locations'. The 'Public Location Searches' section lists various campus locations. The 'Quick Search' section offers filters for 'Search Events', 'Search Locations', and 'Search Resources'. The 'Popular Locations' section lists specific rooms and their locations.

**Public Location Searches**

- All Spaces - Arlington
- All Spaces - Fairfax
- All Spaces - Front Royal
- All Spaces - Loudoun
- All Spaces - Prince William
- Aquatic and Fitness Center
- Art Galleries
- Banners/Kiosks/Easels (All)
- CEHD - All Spaces
- CHHS - All Spaces
- CHSS - All Spaces

**Quick Search**

- Search Events
- Search Locations
- Search Resources

**Popular Locations**

- ARLFH 125**  
Founders Hall, 125, Multipurpose Room North, Arlington Campus
- ARLFH 126**  
Founders Hall, 126, Multipurpose Room South, Arlington Campus
- CFA CONCERT HALL STAGE**  
Center for the Arts, Concert Hall Stage, Fairfax Campus
- HT AUD**  
Harris Theatre, Fairfax Campus
- HUB BALLROOM**  
The HUB, Ballroom, Fairfax Campus
- JC CINEMA**  
Johnson Center, Cinema, Fairfax Campus

# Signing In

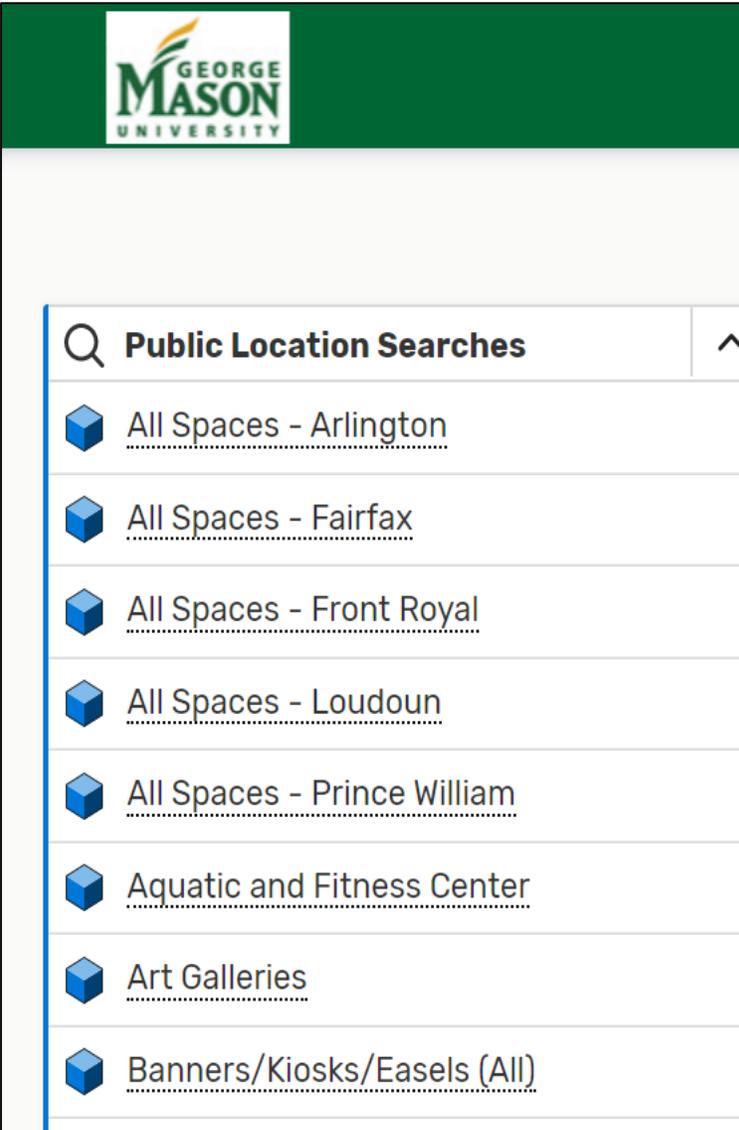
Your username will be the same as your email. The password will be different. If you are a new user, you will need to request a new account.

The screenshot displays the George Mason University website interface. At the top, a green navigation bar contains the university logo on the left and navigation links for '25Live Pro', 'Guest', 'Sign In', and 'More' on the right. The 'Sign In' link is highlighted with a red box. Below the navigation bar, a white search bar contains the text 'Nothing recently viewed'. The main content area is partially obscured by a white 'Sign In' modal window. The modal features a close button (X) in the top right corner and a title 'Sign In'. Below the title is an announcement: 'Important Announcement Regarding Events on Campus', followed by two sections: 'Events cancelled through the end of the semester' and 'Commencement postponed indefinitely'. The modal includes input fields for 'Username' and 'Password', a 'Forgot your Password?' link, and two buttons at the bottom: 'Cancel' and 'Sign In'. The 'Sign In' button is highlighted with a red box. The background of the website is dimmed, showing a search bar with 'Search Events' and 'More Options' buttons, and a 'Search' button.

# Searching for Locations

← Search for spaces by location

More details are provided including features and capacity. Click on calendar or availability to see when the space is free. ↓



GEORGE MASON UNIVERSITY

Public Location Searches

- All Spaces - Arlington
- All Spaces - Fairfax
- All Spaces - Front Royal
- All Spaces - Loudoun
- All Spaces - Prince William
- Aquatic and Fitness Center
- Art Galleries
- Banners/Kiosks/Easels (All)

All Spaces - Fairfax

Reset Search

List Calendar Availability Availability Weekly Choose Columns

Name	Formal Name	Categories	Features	Layouts	Max Capacity
<a href="#">AB 1001</a>	Art and Design, Gillespie Gallery of Art, Fine Arts Gallery, Fairfax Campus	Building - Art and Design Building (Fairfax), Campus - Fairfax	Campus - Fairfax		
<a href="#">AB 1005</a>	Art and Design, 1005, CVPA Classroom, Fairfax Campus	Building - Art and Design Building (Fairfax), Campus - Fairfax	AV - Internet - Wireless, AV - Laptop Connection, AV - Player - DVD, AV - Projector - LCD, AV - Screen - Manual, Board - Dry Erase, Campus - Fairfax, Floor - Flat, Seating - Moveable Table/Chair, Windows - None		35
<a href="#">AB 1007</a>	Art and Design, 1007, FAVS Classroom, Fairfax Campus	Building - Art and Design Building (Fairfax), Campus - Fairfax	AV - Internet - Wireless, AV - Laptop Connection, AV - Player - DVD, AV - Projector - LCD, AV - Screen - Manual, Campus - Fairfax, Floor - Flat, Seating - Moveable Table/Chair, Windows		35

# Creating an Event

The screenshot shows the George Mason University 25Live Pro interface. The top navigation bar includes the university logo, the text "25Live Pro", and icons for "Event Form", "Tasks", and a "More" menu. Below the navigation bar, there are several panels:

- Quick Search:** A panel with four search options: "Search Events", "Search Locations", "Search Resources", and "Search Organizations".
- Your Starred Event Searches:** A panel indicating "You do not have any Starred Event Searches!".
- Your Starred Location Searches:** A panel indicating "You do not have any Starred Location Searches!".
- Find Available Locations:** A panel with two prompts: "I know WHEN my event should take place -- help me find a location!" and "I know WHERE my event should take place -- help me choose a time!". Below these prompts is a red-bordered button labeled "Create an Event".
- Your Upcoming Events:** A panel showing "2 Events in which you are the Requestor" and "5 Events in which you are the Scheduler".
- Your Starred Events:** A panel indicating "You do not have any Starred Events!".
- Your Starred Locations:** A panel showing "HUB 1012" with the address "The HUB, 1012, Fairfax Campus" and a "See when these locations are available" link.
- Your Starred Resources:** A panel indicating "You do not have any Starred Resources!".

The "Create an Event" button is highlighted with a red border, indicating the primary action for creating a new event.

# All lines marked '*required*' must be filled out.

**Event Name** - Required ⓘ

**Event Title** - Required ⓘ

**Event Type** - Required

Select an item ▾

**Primary Organization for this Event** - Required ⓘ

Search organizations ▾ [Remove](#)

Cancel Preview Save

**BOOKING EVENTS SPACE**

Requests for event spaces are on a first-come, first-served basis only. Please allow at least 3 business days for requests to be processed.

Any request submitted within 2 business days of the event will not be processed.

The event and the location(s) or resources(s) requested are NOT CONFIRMED until you have received an email confirmation from an event scheduler.

- Event Name
- Event Title
- Event Type
- Primary Organization for this Event
- Additional Organization(s) for this Event
- Expected Head Count
- Event Description
- Event Date and Time
- Event Locations
- Event Resources

If your event is a public event, it will be displayed on the events calendar. Include a description in your request.

The screenshot shows a web form for creating an event. On the left is a vertical sidebar with a list of fields: Event Name, Event Title, Event Type, Primary Organization for this Event, Additional Organization(s) for this Event, Expected Head Count, Event Description, Event Date and Time, Event Locations, Event Resources, Event Attributes, Contact Information, and Event Categories. The main form area contains the following sections:

- Expected Head Count - Required** (with an information icon): A text input field containing the number "12".
- Event Description** (with an information icon): A section titled "Display on Published Calendars. Provide a brief description of your event that will highlight the purpose." Below this is a rich text editor with a menu bar (File, Insert, View, Format, Tools) and a toolbar (undo, redo, bold, italic, underline, text color, background color, font family, font size, link). The text area contains the text: "This is a meeting for the Multicultural Greek Council Representatives."
- Event Date and Time - Required** (with an information icon): Three stacked text input fields. The first contains "Tue Aug 25 2020", the second contains "5:30 pm", and the third is preceded by "To:" and contains "7:30 pm".

At the bottom right of the form are three buttons: "Cancel", "Preview", and "Save".

Click on this option if you need additional time for set up or breakdown

**Additional time** ▼

Click on the calendar below to add dates or click the button below to select a date pattern.

Repeating Pattern

S	M	T	W	T	F	S
26	27	28	29	30	31	01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	01	02	03	04	05

View All Occurrences

**Pattern Picker** ✕

Choose how you would like this to repeat

- Does Not Repeat
- Does Not Repeat**
- Ad hoc
- Daily
- Weekly
- Monthly

Cancel Select Pattern

August 2020

S	M	T	W	T	F	S
26	27	28	29	30	31	01
02	03	04	05	06	07	08
09	10	11	12	13	14	15

The pattern options are listed above. If you need a room at different times on different days for the same event (i.e. interest sessions), select Ad hoc.

If you need a room for multiple days, select each day on the calendar.

Click on View All Occurrences to select specific times for each date of your event.

The screenshot displays a user interface for managing event occurrences. At the bottom, a calendar grid shows dates from 09 to 05. A button labeled "View All Occurrences" is positioned below the calendar. A modal window titled "All Date Occurrences" is open, showing a table with columns for Dates, Times, Comment, State, and Remove. The table lists three dates: Tue Aug 25 2020, Wed Aug 26 2020, and Thu Aug 27 2020. Each date row has two time slots (5:30 pm and 7:30 pm), a comment field, a state dropdown menu set to "Active", and a red "Remove" button. A blue "Close" button is located at the bottom right of the modal.

Dates	Times	Comment	State	Remove
Tue Aug 25 2020	5:30 pm 7:30 pm		Active	Remove
Wed Aug 26 2020	5:30 pm 7:30 pm		Active	Remove
Thu Aug 27 2020	5:30 pm 7:30 pm		Active	Remove

Close

View All Occurrences

Use the search feature to find a room in the building you want to use for your event.

**Event Locations** ⓘ

**Locations Search** ^

Auto-Load Starred:  No  Yes

Hide Conflicts  Enforce Headcount

Saved Searches (optional)  X

Hint: Type ::: to use SeriesQL.

More Options ▾ Reset Search

Add	Name	Title	Capacity	Availability	Conflict Details
<span>Reserve</span>	<a href="#">HUB 1012</a>	The HUB, 1012, Fairfax Campus	12	1/1	None
<span>Reserve</span>	<a href="#">HUB 2504A</a>	The HUB, 2504A, Spirit Room, Fairfax Campus	45	1/1	None
Unavailable	<a href="#">HUB BALLROOM</a>	The HUB, Ballroom, Fairfax	750	0/1	<a href="#">Conflict Details</a>

Cancel Preview Save

All lines marked required must be filled out. Add any additional information by selecting the yes or no feature on each option.

**Event Attributes** ⓘ

To avoid delays, provide as much information as possible.

\* Are you partnering with a NON-GMU Org? No  Yes

\* Participants under the age of 18? No  Yes

✕ Are funds being collected? No  Yes

✕ Catering - Are you serving food/bev? No  Yes

✕ Catering - Food vendor (Sodexo, potluck)

✕ Catering - Is alcohol being served? No  Yes

✕ Course Info (CRN, Subj, Number, Section)

✕ Describe your audio visual needs:

✕ Describe your set-up needs:

✕ Event Image

✕ Event on-site Contact (Name,Phone,Email)

✕ Is this event open to the public? No  Yes

✕ List any VIPs (N/A if doesn't apply):

✕ Organization Code/Number

✕ Who is speaking/performing?

✕ Will you be using WebEx? No  Yes

- Event Name
- Event Title
- Event Type
- Primary Organization for this Event
- Additional Organization(s) for this Event
- Expected Head Count
- Event Description
- Event Date and Time
- Event Locations
- Event Resources
- Event Attributes

### Contact Information - Required (i)

Requestor  Scheduler

### Event Categories (i)

EDIT

### Event Comments (Layout, Specific Room, etc.) (i)

Insert comments about specific rooms, layouts, etc. in this comment box.

- Event
- Expected Head Count
- Event Description
- Event Date and Time
- Event Locations
- Event Resources
- Event Attributes
- Contact Information
- Event Categories

### Event State (i)

Tentative

Event state will be marked tentative until it is confirmed

**After Saving This Event...**

- Go To Event Details
- Create Another Related Event
- Create A Related Copy of This Event
- Continue Editing Event
- Create Another Event

Cancel Preview **Save**

Be sure to document your event request ID number. It may be needed in correspondence with Event Services.

**GEORGE MASON UNIVERSITY** 25Live Pro Event Form Tasks Tisheika Snow More

Go to Search Recently Viewed Help

**Multicultural Greek Council Rep Meeting** Tentative **2020-AFSXGH** Tue Aug 25 2020 5:30 pm - 7:30 pm HUB 1012

Multicultural Greek Council Rep Meeting

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

Related Events Edit Event Sun Aug 23 2020 - Sat Aug 29 2020 Weeks: 1 More Actions

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August 23	24	25	26	27	28	29
		5:30 pm - 7:30 pm <b>Multicultural Greek Council Rep Meeting</b> HUB 1012				