



25Live GLOSSARY

Regarding Program

CollegeNet – Company which created and manages the software (CN)

25Live Pro – scheduling software system, a product of CollegeNet

Regarding Requests

Event Wizard – Request Form

Event State – Status of Request

Draft: Request for space (default)

Confirmed: Approved and scheduled

Tentative: Space held, event pending details, approval, or meeting

Additional Time – Appears in the Wizard after Date and Time

Pre-Event: Sponsor's time to decorate, arrange materials, load PPT, etc.

Post Event: Time for sponsor to remove materials, decorations, etc.

Set-Up: Time for Housekeeping and Catering to prepare space

Tear Down: Time for Housekeeping and Catering to clear/clean space

Affirmation – Agreement to adhere to campus, student, E&C policies and procedures.

Regarding Searches

Users can search by

- 1. Events** – keyword, category, type, org, specific contact, state, location, occurrence, etc.
- 2. Locations** – keyword, category, features (piano, carpet, window, etc.)
- 3. Organizations** – keyword, category, types, contacts (1st or last name)
- 4. Resources** – keyword, Media, AV, Furniture, Equipment, Dining, Specialty

Saved Searches – Searches you create for any of the above. They only appear for you.

Starred Searches – Saved searches you will use the most; they will appear 1st in dropdown.

Example:

Org Search: YOUR club, department/office

Event Search: Event by type that interests you or events by YOUR group

Location: Save your favorite spaces or favorite meeting rooms, etc.