

JHU 25Live Scheduling System Help Guide


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HELPFUL LINKS TO ASSIST IN LEARNING 25LIVE

- [Guide to Navigating the User Dashboard](#)
- [How to Create a Custom Saved Search](#)
- [How to Delete a Custom Saved Search](#)
- [How to View Space Availability](#)
- [How to Create a Single Event in 25Live \(Schedulers\)](#)
- [How to Create an Event with Recurring Dates](#)
- [How to Check on the Status of Requests](#)
- [Creating a Task in 25Live](#)
- [Adding Multiple Locations in Your Event Request](#)
- [How to Copy Your Event in 25Live](#)
- [How to Avoid Conflicts in 25Live](#)

Scheduling and Event Services

 (410) 516-3962

 homewoodscheduleevents@jhu.edu

 <https://studentaffairs.jhu.edu/community-living/scheduling-event-services/>

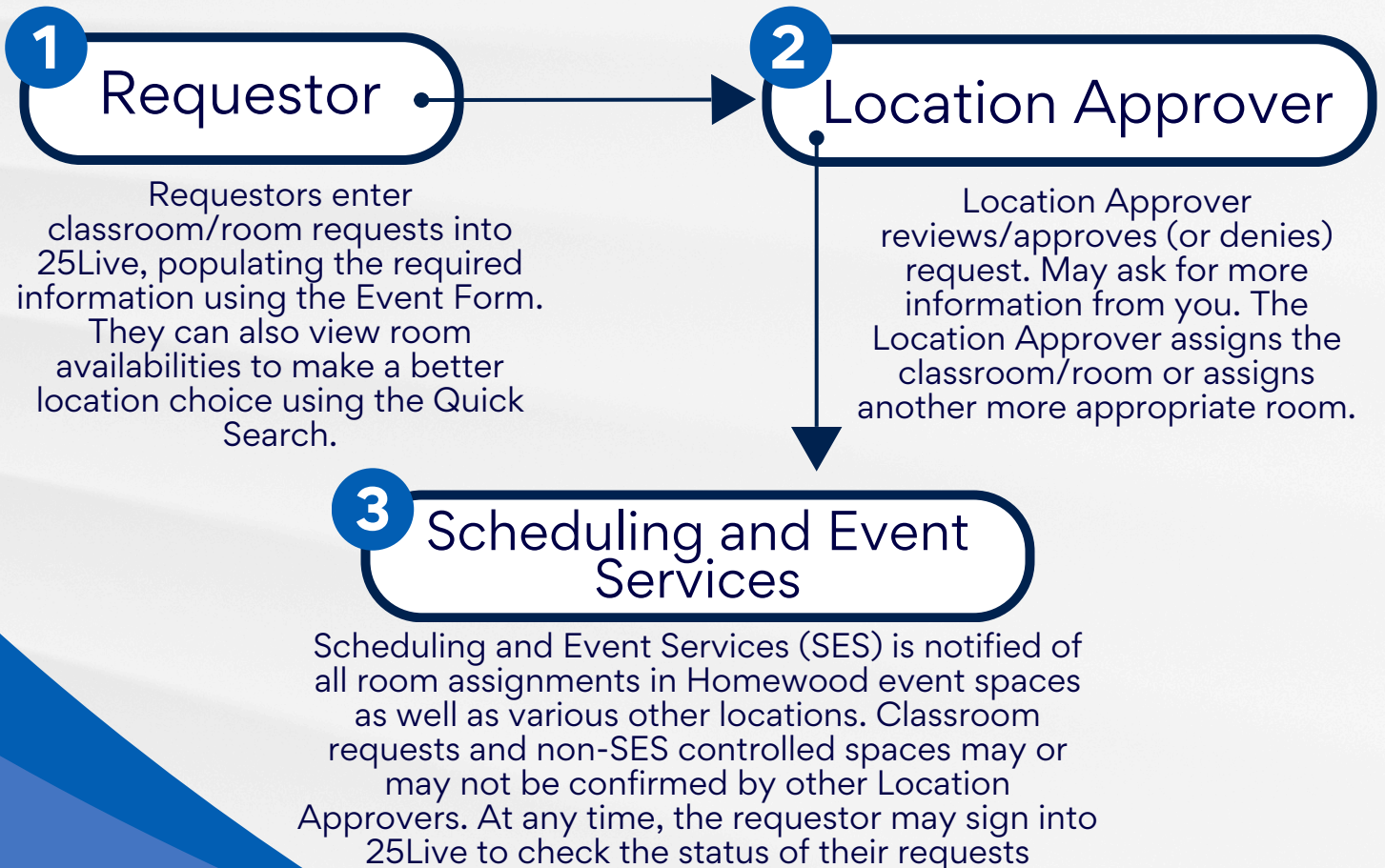
Welcome to the 25Live Scheduling System!



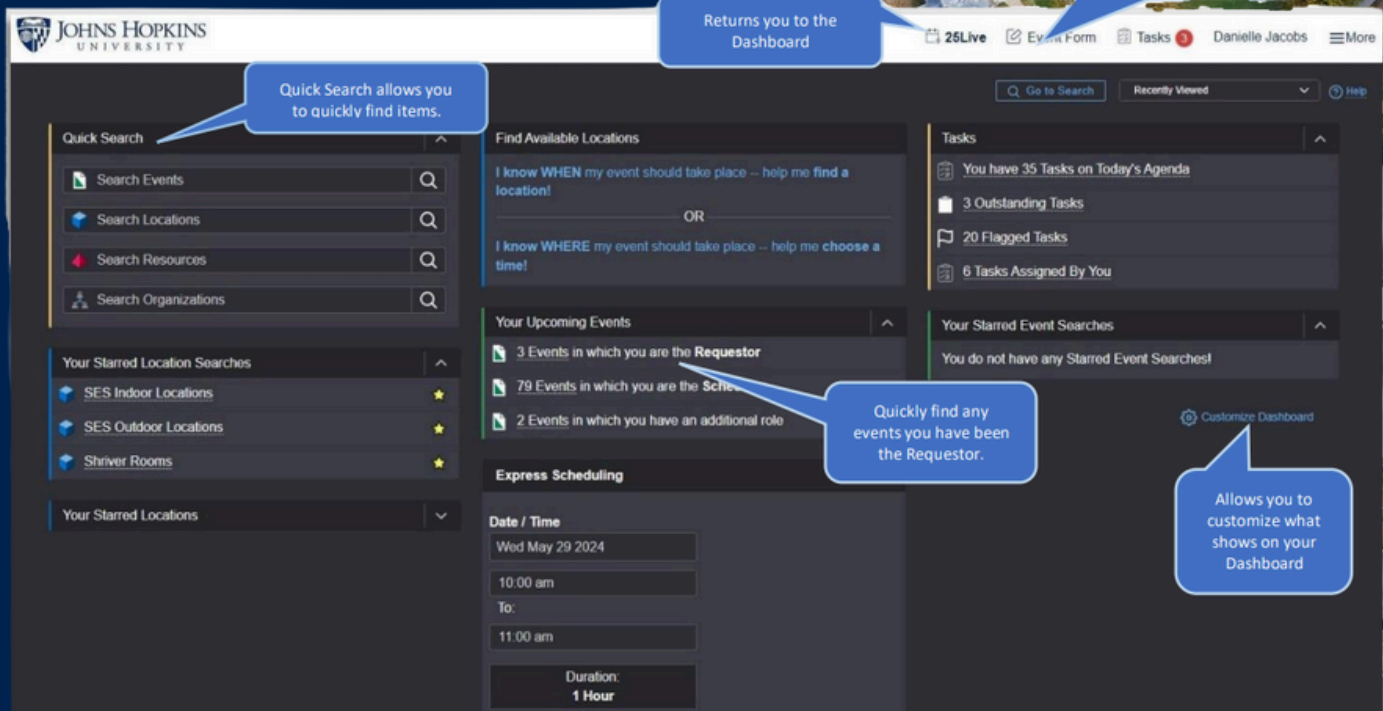
The scheduling system is designed to help you determine available campus locations and to request use of those locations.

25Live is a campus-wide room requesting/scheduling solution. Requests to use classrooms, performance spaces, and meeting and event spaces are sent via workflow to the various location approvers for their review and approval. This allows the location approvers the opportunity to review your request to determine if the right room is selected for the right event. Most requests are responded to within a few days of receipt. Please remember all meeting and event requests for spaces must be submitted at least 15 business days in advance to allow time for various campus service providers to coordinate staffing and services needed to execute your event.

25Live is a web-based scheduling system and may be accessed via the Internet. Using either Chrome or Firefox, sign onto [25Live](#) using your JHU username and password. Individual Students do not have access to request multi-purpose spaces or general pool classrooms in 25Live other than express scheduling locations. Only approved Student Event Requestors for an active Registered Student Organization can request multi-purpose spaces and classrooms.



OVERVIEW OF DASHBOARD



Quick Search

Search Events by event name or reference number.

Search Events by Event Name	Search Events by Reference Number
Options: <i>List View or Calendar View</i> Options: <i>Future Only or All Dates</i>	Exact reference number required, e.g., 2024-AAHQPG Options: <i>Details, Occurrences, Calendar</i>

Search Locations by exact or partial building and room number. You can type in the building or if you would like to see all spaces on Homewood that SES schedules, you can type HWSES.

Search Locations by Exact or Partial Building & Room Number	Search Locations by Keyword
Options: Availability lists a grid with the room number on the left and the hours at the top. Navigate by changing the date. Green means the room is booked (mouse over for more details). White or gray means the room is available. Be sure to check "Include Requested" to show any requests that have not been processed yet that may be in the same room.	Options: List provides a list of rooms that matches the keyword. Click on one location to see availability grid for that specific location. Or click on <i>Availability</i> to see when the locations are already reserved or available. Green means the room is booked (mouse over for more details). White or gray means the room is available. Navigate by changing the date.

OVERVIEW OF DASHBOARD



Search Organizations by organization name or by partial name.

<i>Search Organizations by Organization Name</i>	<i>Search Organizations by Partial Organization Name</i>
Options: Calendar by the week will populate with all events held by that organization's name. Navigate by clicking on the date. Mouse over events for more details.	Options: List will populate all organizations with that partial name. Click Calendar to view a week of events by all organizations with that partial name. Navigate by clicking on the date.
*Note: Department names contain all classes the department is offering. The list will take a few minutes to populate and will be extensive.	Or select one organization to view events by clicking Calendar.

Return to Dashboard anytime in 25Live click on 25Live, located in the header, to return to the Dashboard.

Reservation Event Form You can use this form when requesting all Homewood or other JHU campus locations.

Event Form

Fill out the form in its entirety.

Select the event date.

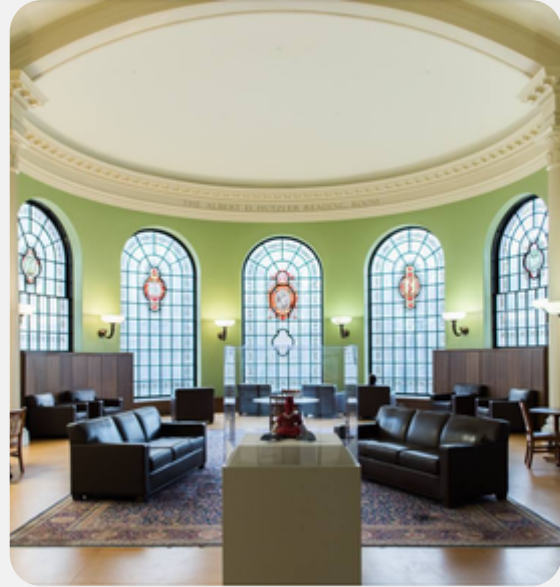
Repeating Pattern offers the ability to select multiple dates for the same meeting/event/request.

Locations: Be sure that "Hide Conflicts" and "Enforce Headcount" are not selected to see more location options. Click the X in the Your Starred Locations box so you will see all locations. Click in the box "Search Locations" and type the building or room or you can search by keyword such as Salon, Auditorium, or MPR. Click "Search" and scroll down the list to find the room you wish to request. If available, click "Request." If unavailable, you can select Conflict Details to see if there is any flexibility in your event times.

Indicate the layout you would like by changing the drop-down selection next to the occurrence.

Please be sure to answer all questions as many of the answers will trigger follow-up questions as you move through the form. Please be as accurate as you can be to ensure accurate room assignment and approval process.

If you adjust your request before submitting it, you may need to refresh it to show accurate availability.



FINDING EVENTS AFTER SUBMISSION:

Once you have submitted a request, it will show up under Your Upcoming Events. You may click on these events to see the status of any requests you have completed. This list will show active and canceled requests. You may filter through these requests to only display active requests or future requests.

JOHNS HOPKINS UNIVERSITY

25Live Event Form Tasks 3 Danielle Jacobs More

Select Object: Events Events You Have Requested

Events You Have Requested

Reset Search

List Calendar Recent and Future Recent & Future Future All Dates Select Columns Help

5 Matching Events

Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Start Time	Creation Date	State	Locations	Resources	Scheduler	Requestor	Instructor
★ Test Concert	Concert for the Testers	2024-AAFSLK	Scheduling & Event Services	Performance - Concert	Audience (Event is Open to) - Staff	Day of Contact, Requestor, Scheduler	Wed May 29 2024	7:00 pm	Mon Mar 18 2024 2:24 pm	Cancelled			Danielle Jacobs	Danielle Jacobs	
★ Test for training manual	Test for training manual	2024-AAHRPF	Scheduling & Event Services	Lecture / Guest Speaker	CSV Import - SES	Requestor, Scheduler	Wed Jul 24 2024	8:00 am	Thu May 30 2024 10:48 am	Tentative	HWSES - Levering Great Hall		Danielle Jacobs	Danielle Jacobs	
★ Testing - Brooke	Test: Brooke	2023-AADAVV	Scheduling & Event Services	Meeting		Requestor, Scheduler	Fri Jan 12 2024	9:30 am	Tue Dec 19 2023 10:27 am	Cancelled			Danielle Jacobs	Danielle Jacobs	
★ Testing Meeting - Recurring	Recurring Meeting	2024-AAHBXP	Scheduling & Event Services	Meeting	Audience (Event is Open to) - Staff	Day of Contact, Requestor, Scheduler	Tue Jun 10 2025	1:00 pm	Tue May 07 2024 3:48 pm	Confirmed	HWSES - Commons Multipurpose Room - 324		Danielle Jacobs	Danielle Jacobs	
★ Testing Single Meeting	Testing Single Meeting	2024-AAHFXA	Scheduling & Event Services	Meeting		Requestor, Scheduler	Tue Jul 15 2025	11:30 am	Thu May 16 2024 9:06 am	Cancelled			Danielle Jacobs	Danielle Jacobs	

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BREAKDOWN OF EVENT SCREEN:

The screenshot displays the Johns Hopkins University event management system. The top section shows the event details for 'Test for training manual' (tentative) on Wed Jul 24 2024 10:00 am - 2:00 pm. Callout 1 points to the event reference number '2024-AN-R9Y'. Callout 2 points to the event state 'Tentative'. Callout 3 points to the event location 'HWSES - Levering Great Hall'. Callout 4 points to the event status bar showing 'Event Type and Organization Approvals (0 Tasks)', 'Location Assignments and Approvals (0 Tasks)', and 'Resource Assignments and Approvals (3 In Progress)'. The bottom section shows the 'Pricing' tab with callout 5. It includes a summary section with 'Pricing Date: Thu May 30 2024' and a table of 'SCHEDULING & EVENT SERVICES'.

Item	List Price	Adjustments	Price	Taxes	Total	Charge To	Rate Schedule	Rate Group	Detail Account	Credit Account
HWSES - Levering Great Hall	\$0.00	+ Add	\$0.00		\$0.00	Scheduling & Event Services	HWSES - Great Hall	Division - US\$		
Lectures / Guest Speaker	\$0.00	+ Add	\$0.00		\$0.00	Scheduling & Event Services		Division - US\$		
Notifications: High Profile Allocations or Political Figures / Homebased / SES	\$0.00	+ Add	\$0.00		\$0.00	Scheduling & Event Services		Division - US\$		
Subtotal	\$0.00		\$0.00	\$0.00	\$0.00					

1

Event Reference Number

This is the number that you can use to identify this event when communicating with the SES and additional campus partner teams.

2

Event State

This will change when all the assignments have been completed and the event has moved on in the processing queue. Confirmed means that all approvals have been addressed and the event is in the coordination phase

3

Event Location

This shows you the room(s) that have been assigned for this event. If there are multiple dates, this may be minimized.

4

Event Status Bar

This will tell you where the event is in the approval process. You can scroll down and see exactly which department is currently working on the event.

5

Pricing Page

This tab will show you the breakdown of any costs that may be associated with the event. Pricing may be added at any time by service providers based on your event needs.