Chapman University  
Event Scheduling Office

25LIVE QUICK GUIDE  
Mozilla’s Firefox browser (version 3 or higher) is the recommended browser for accessing 25Live.

SIGNING IN TO 25LIVE

- Access 25Live at: events.chapman.edu/25live  
- Click Sign In  
- Enter your Username and Password  
  Please Note: If you do not have a username and password, please contact the Event Scheduling Office at (714) 744-7061.

CHANGING PASSWORD

- Go to the drop down menu by clicking on Preferences located next to your name at the top of the 25Live Home Page.  
- Select Change Your Password  
- Fill-in the New Password (minimum 6 characters)  
- Select Change Password

PERFORMING A QUICK SEARCH

- Locate the Quick Search field on the Home Tab and Dashboard View  
- Enter any part of the Event Name or Location Name into the appropriate box.  
- After locating the desired event or location, the search results can be expanded by clicking on the name of the event or location.

CHECKING LOCATION AVAILABILITY

- Click the Locations tab.  
- Search by keyword under the Search for Locations tab.  
- To search by a set of criteria, click on Your Location Searches and select a search under Search Groupings.  
  Example: Under Categories, select a specific category to view all locations in that category.  
- Once a set of locations are displayed, click on the Availability Tab  
- Click on the date link above the grid to choose your desired date.

CUSTOMIZING 25LIVE – STARRED ITEMS

Users can designate any event, location, organization, or resource as a Starred item by clicking on the hollow star icon. When clicked, the icon will turn yellow and be saved as a starred item in the user’s 25Live account.

REQUESTING EVENTS

Detailed instructions on how to request an event can be found on the Event Scheduling Website at: www.chapman.edu/campus-services/conference-services/event-services.aspx

CHECKING THE STATUS OF AN EVENT

Once you have located the event, follow these steps:  
- Click on the Event  
- Click the Task List Tab  
- From the dropdown menu next to View, select All Assigned Tasks.  
- Under the Details Tab, the status of the location and/or resource requests will be shown under the Event Occurrences box. (Gray shapes indicate pending assignments, colored shapes indicate approved assignments.)  
- View the State column located in the Event Details Section.  
  If the State is Confirmed, your event and resources have been approved and you have the requested space. If the State is Tentative, your request has not been processed.

EDITING AN EVENT

Once you have located the event, follow these steps:  
- Click on the Event  
- Click Edit this Event  
- Make the changes in the Event Creation and Editing Wizard.  
- Save the Event

COPYING AN EVENT OR EMAILING EVENT DETAILS

Once you have located the event, follow these steps:  
- Click on the Event  
- Click More Actions and select Copy this Event or Email Event Details.

CANCELING AN EVENT

Please email the event reference number to: eventscheduling@chapman.edu with a request to cancel.