ITHACA COLLEGE

25Live Pro Quick Guide

Signing in to 25Live Pro

1. Mozilla Firefox, Google Chrome, and Safari (OSX and iOS users) are the recommended browsers for accessing 25Live Pro.
2. Access 25Live Pro at: http://25live.collegenet.com/pro/ithaca
3. Sign in using your Ithaca College Netpass Username and Password. (Do not add "@ithaca.edu").

Performing a Quick Search

1. Locate the Quick Search field on the left side of the screen.
2. Enter any part of the Event name (e.g. Blood Drive) or Location name (e.g. Phillips Hall) into the appropriate box.
3. After locating the desired event or location, the search results can be expanded by clicking on the name of the event or location.

Customizing 25Live Pro - Starred Items

Selecting starred items will allow users to speed up the event creation process for users who request the same items often for events. Starred items should be thought of as "favorites".

Users can designate any event or location as a starred item by clicking on the hollow star icon to the left of the name column in list view. When clicked, the icon will turn yellow and be saved as a starred item in the user's 25Live Pro account.

Checking Location Availability

Search by keyword under the "Search Location" bar on the left side of the screen. After doing your initial search, you can click the "advanced search" button that will appear just above the search bar. This will allow you to add criteria to your search like capacity, room features, and layouts.

Once a set of locations are displayed, click on the "Availability" or "Calendar" tab. You can also adjust the date ranges just above the grid.

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Checking the Status of an Event

1. After logging in, a box titled "Your Events" will appear in the middle of the screen.
2. Click on "the event in which you are the requestor".
3. Click on your desired event.
4. Click on the title of the event. Click on the "occurrences" tab.
5. Your event status will be listed under additional details.

If the event was confirmed or if there were conflicts with the event, you will be notified via email within 2-4 business days.

Canceling or Making a Change to an Event Request

If you need to cancel or make a change to your event, please contact the Scheduling Coordinator by email at cesreservations@ithaca.edu.

Cancelling an event in 25Live Pro does not automatically cancel requests for additional services made separately. Requestor must also follow up with Conference and Event Services at ces@ithaca.edu to cancel requested services for your event.