New Event Scheduling Tool Coming Soon!

The Centralized Reservations Office is excited to announce that a new event scheduling tool is coming soon!

Over the past year, our office has been diligently working to put a new event scheduling tool called 25Live in place, which will help bring event scheduling to a more automated process.

A huge THANK YOU to the project team and subject matter experts who have spent time working on this project!

So, what is 25Live?

25Live is a web-based scheduling and publishing application that helps manage the scheduling of events. 25Live allows authorized users to search for and request or book times, venues and resources online. Built using the latest Web 2.0 technologies, 25Live allows posting to any events to customized web calendars and other displays, such as digital signage and also includes an event accounting module.

How does 25Live impact campus?

Creighton University has a lot of classroom, meeting and conference spaces available to reserve. To support space utilization efforts it is important that all reservable spaces go through the Centralized Reservations Office and are scheduled in 25Live.

25Live will act as a central hub of information, providing space utilization data on all locations within the tool.

“25Live is a web-based scheduling and publishing application that helps manage the scheduling of events.”
Important changes over the next 6 months

Event Email Confirmation Changes

- Beginning December 9, 2014, there will be a change to the event email confirmation. All email confirmations will contain a “Details URL” that links to the 25Live Tool. **It is important to note that while this link will take you to the 25Live Tool, requestors do NOT have access to the tool itself.** If a requestor needs information on their event they should refer to the actual .pdf event confirmation that is attached to the email or contact the Centralized Reservations Office.

A new online Events Calendar!

- The old R25 Webviewer will go away mid-spring semester and replaced with the 25Live Events Calendar. The 25Live Events Calendar will allow people to see all events that are scheduled across campus. This calendar will also display scheduled academic classes taking place across campus.
- The 25Live Events Calendar is part of the 25Live Tool and will be accessible from the Centralized Reservations Office homepage (www.creighton.edu/reservations).

When is 25Live expected to be available to the Creighton Community?

The Centralized Reservations Office, Registrar’s Office and other key academic schedulers are already using 25Live!

The 25Live Tool is expected to become available for use by the Creighton Community on July 1, 2015. Be on the lookout for 25Live User Training sessions during the latter half of the 2015 Spring semester.

Have a 25Live question?

If you have a question regarding the rollout of the 25Live Tool please email: 25liveproject@lists.creighton.edu

Thanks!
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