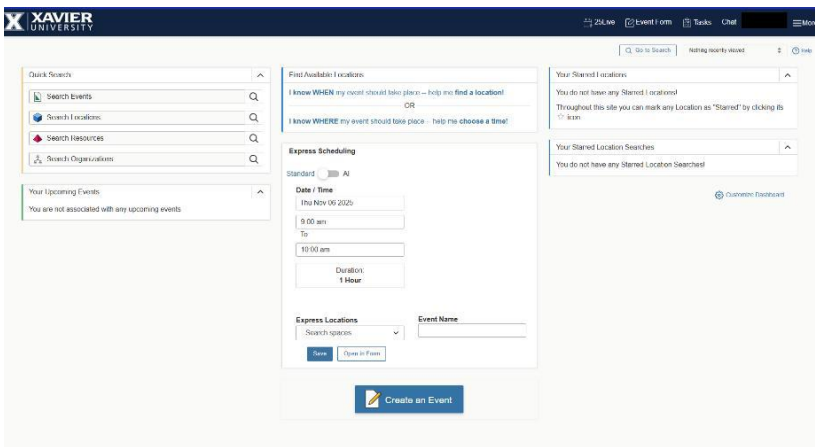




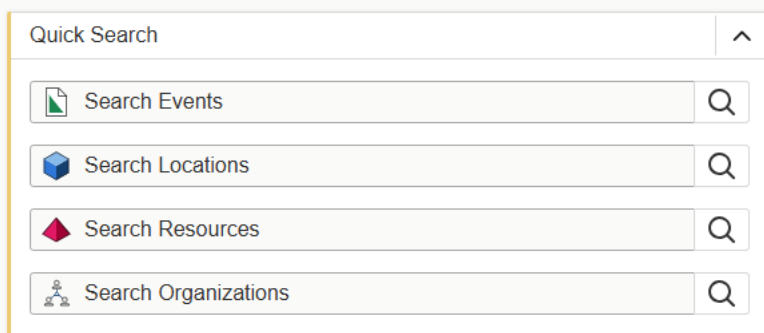
25Live QUICK REFERENCE GUIDE – THE BASICS

GETTING STARTED

1. Mozilla Firefox, Google Chrome, are the recommended browsers for accessing 25Live.
2. Go to <http://xavier.edu/25live>
3. Select “25Live Login”.
4. Login with your Xavier email and password.
5. Explore your 25Live dashboard.



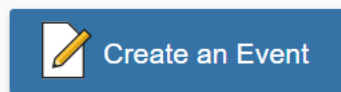
6. Search for Events, Locations, and Resources using the “Quick Search Section”.



- If you know the name of the event, location or resource:
 - * Type the partial or full name.
 - * Select the event, location or resource to view its details.
 - * Select the “Availability” or “Calendar” tabs to view events occurring in this location.

- **If you are unsure of the name**, select the magnifying glass to open the search window and click “more options: to search using categories, features or public searches.

7. To create and submit your event request, select the “Create an Event” button.



If you have any questions about scheduling an event in 25Live please contact Events and Conferences or for classroom scheduling support, contact the Registrar’s Office.