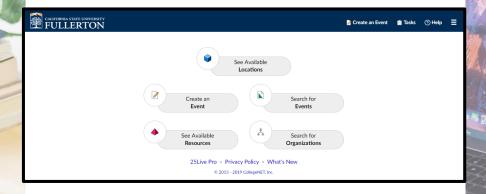




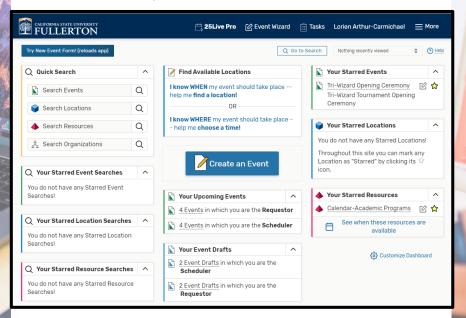
25Live Express

- Mobile version of 25Live
- Streamlined calendar entry with fewer clicks
- Cannot add images to your event



25Live Pro

- More complex dashboard for advanced users
- Recommended if you add images to your events, work with room reservations, or want more features/options





Event State

Most users do not have access to change the **Event**State.

All requests should be submitted with a **TENTATIVE** Event State.

■ Tentative

The event is scheduled, but is awaiting Confirmation from its Scheduler.

Set as your default Event State?

▶ Confirmed

TENTATIVE replaces DRAFT

- Two options when saving new calendar entry: TENTATIVE and CONFIRMED
- Tentative works same way as Draft; calendar event will NOT be published
- Brings calendar entry and room reservation wizards into alignment



Demonstration



- New Express Dashboard
- Creating an Event using Express
- New Pro Dashboard
- Creating an Event using Pro

Resources & Questions

Webpage with training information and user guides

Questions and access requests 25Live@fullerton.edu

Training materials questions or issues

Itraining@fullerton.edu | 657-278-5647

