



West Virginia University®

COLLEGE OF CREATIVE ARTS

25Live CCA Guidebook

GUIDELINES AND HELPFUL HINTS

Revised: 8/18/2022

This document applies to all reservations scheduled through 25Live in College of Creative Arts rooms.

College of Creative Arts

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Introduction

25Live is the campus-wide scheduling solution supported by IT Services and the Facilities Scheduling and Planning Office. Complete software training resources are available on the Facilities Scheduling website listed below. This guidebook provides CCA specific instructions on how to enter information in order to help maintain a standard across all events in our buildings. It also focuses on the most efficient ways to access information relevant to the unique functions found in our buildings.

HELPFUL LINKS

25Live WVU website:

<https://25live.collegenet.com/pro/wvu>

WVU Facilities Scheduling 25Live Written Instructions:

<https://facilitiescheduling.wvu.edu/instructions/written-instructions/25live-pro-instructions>

WVU Facilities Scheduling 25Live Video Instructions:

<https://facilitiescheduling.wvu.edu/instructions/video-instructions/25live-pro-instructions>

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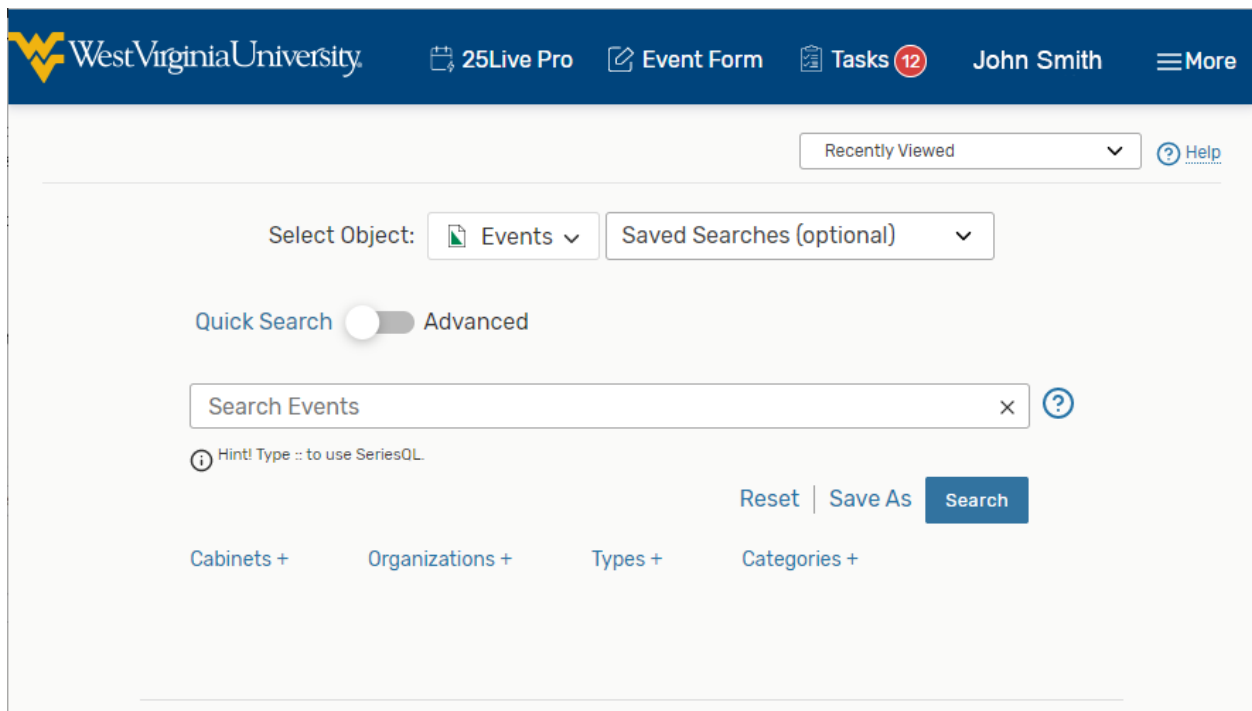
Getting Started

To get started, open the [25Live WVU website](#) in your browser. Chrome, Microsoft Edge and Firefox are the three browsers recommended by the developer. Internet Explorer is not compatible.

Log in by clicking on the button in the upper right corner of the window. Your login credentials will be your WVU Portal username and password.

To ensure you have successfully logged in and your account has the correct permissions, you should look for two things.

- 1) Your name will be displayed in the upper right corner of the window, next to the 'More' menu.
- 2) A search bar will be displayed in the middle of the screen. The default state will be to search for Events, as illustrated below.

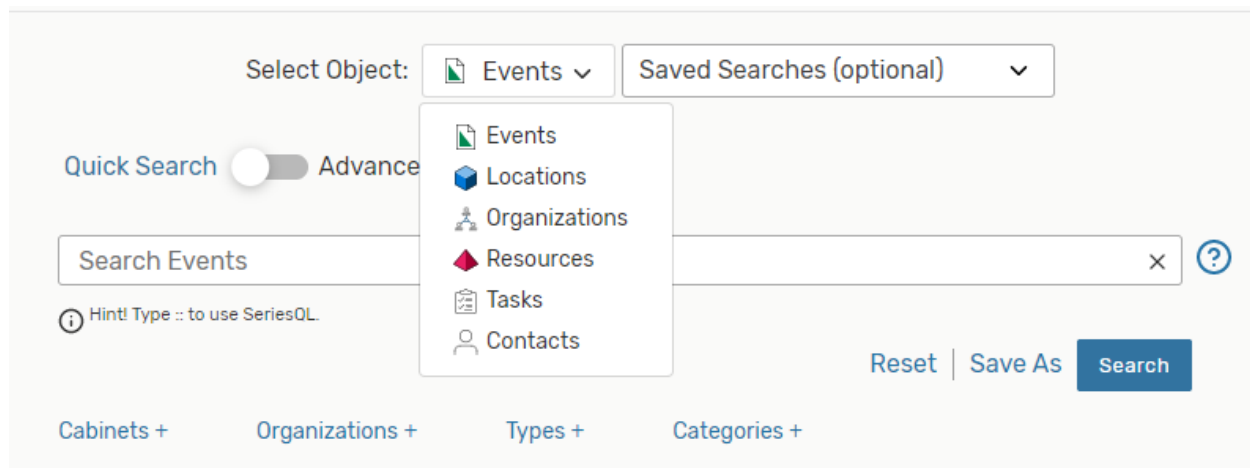


If you do not see one or both of these things, please contact the CCA Production & Facilities Office for assistance.

Navigation Overview

To the left of your name at the top of the window, you will see text buttons that navigate to various places within 25Live. The 'Event Form' button will take you directly to the page for creating a new event request. The '25Live Pro' button will take you to the main dashboard, which can be customized to show different information and searches.

From the main search page, you can quickly navigate to different search areas with the 'Select Object' drop-down menu.



The screenshot displays the search interface in 25Live. At the top, there is a 'Select Object:' dropdown menu currently set to 'Events'. To its right is a 'Saved Searches (optional)' dropdown. Below these is a search input field containing 'Search Events'. A toggle switch labeled 'Quick Search' is currently turned off, with 'Advance' as an alternative option. A hint below the search field reads 'Hint! Type :: to use SeriesQL'. The search results area is empty. At the bottom, there are navigation links for 'Cabinets +', 'Organizations +', 'Types +', and 'Categories +'. The search bar includes 'Reset', 'Save As', and a 'Search' button.

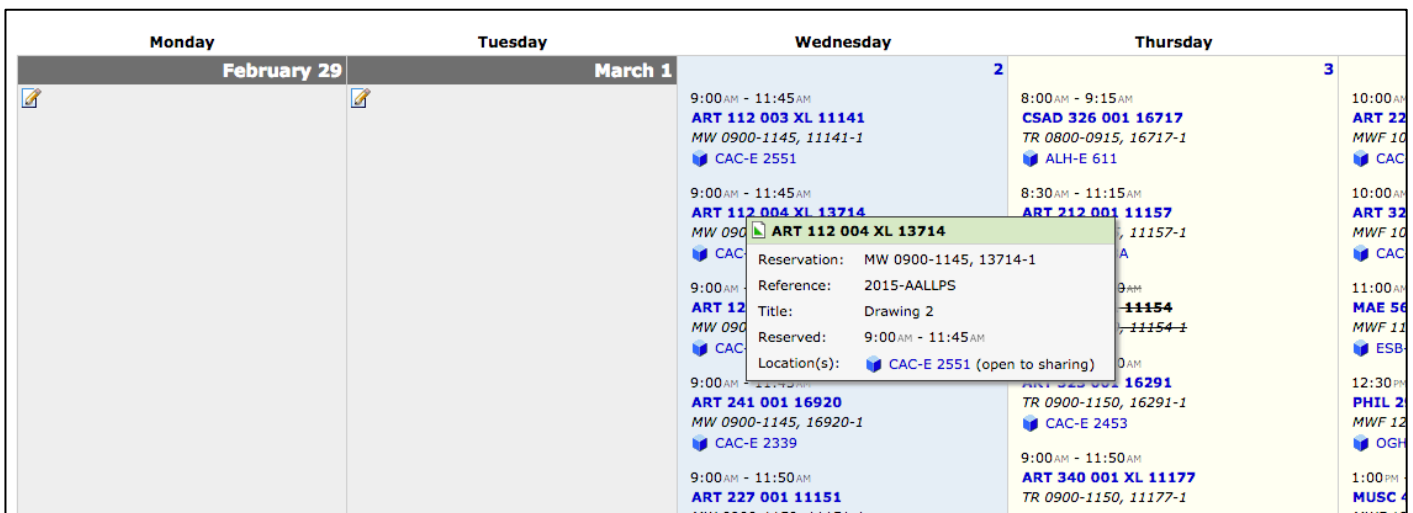
The **icons** that appear on the Object names are also used for reference throughout the program (Ex. the blue cube denotes a location).

It is possible to save searches. This can save time if you find yourself frequently searching for the same locations or events.

Text that appears in blue functions as a **link**. In most cases, you can access different options by **hovering***, **right-clicking**, or **left-clicking**.

Any action that you ask 25Live to perform will take some amount of time to process. By asking the server to give you just what you need, you can save significant chunks of time. For example, hovering* over an event name in calendar view will give you a pop-up summary, which includes the event title. Accessing this is much quicker than clicking on the event name and waiting for 25Live to process the complete detail view to retrieve the same information.

***to utilize the hovering feature**, be sure your browser is set to accept popups from <https://25live.collegenet.com>.



An example of the pop-up when hovering over a link to an event

Checking Availability

To check the **availability of one room on one day**:

- 1) From the search page, select 'Locations' from the Select Object drop-down.
- 2) Enter the room number or description in the search field. **Hint:** *All rooms in the CCAC will begin with 'CAC-E' before the room number.*
- 3) Hit <Enter> or click the 'Search' button to initiate the search.
- 4) A list of results will be displayed.

Select Object:

Locations ▾

Saved Searches (optional) ▾

Quick Search Advanced

cac-e 3012
x
?

Hint! Type :: to use SeriesQL
Search has not been saved

Reset
Export Results
Save As
Search

Categories +
Features +
Capacity

between

and

List
Calendar
Availability
Availability Weekly

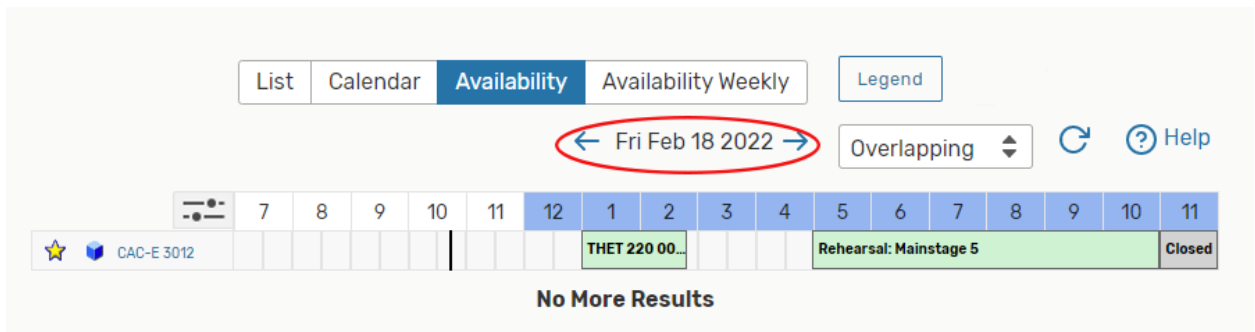
Choose Columns
↻
? Help

1 Matching Locations

	Name ▾	Formal Name -	Categories	Features	Layouts	Max Capacity -	Default Capacity
★	CAC-E 3012	Canady Creative Arts Center 3012 (Davis Theatre)	25Live - Large Event Space, 25Live - Performance Venue, 25Live Control - CAC, Campus - Evansdale, FM - Johns	Departmental Classroom, Evansdale Campus	Theater Seating	250	250


You can click on the star next to the Location Name to save it as a favorite. It will then appear on your list of 'Starred Locations.' This is recommended if you frequently book events in the same Locations.

- 5) Click the 'Availability' button to display a timeline that shows any events currently booked for today.



- 6) Click on the date above the timeline and a calendar will pop up. Choose the date you wish to view. Check the 'Include Requested' box to display events that have been Requested but not yet finalized. It will be important to see this to be certain the timeslot you're looking at hasn't already been requested by someone else.

You can hover over the room name or scheduled events for more information or click on either one to open the detail view.

To create an event in an available time slot, simply click on the Event Form  that appears when you hover over an open slot.

To check the **availability of one room on many days:**

- 1) Search for the location as described above.
- 2) Click the name of the room you wish to view.
- 3) This will open the Details page for that room.
- 4) Click on the 'Availability (Daily)' text button.
- 5) This will display the timeline for 30 days.
- 6) Click on the date to open the calendar to choose the date to view.

CAC-E 3012 ★

Creative Arts Center 3012 (Davis Theatre)

More Actions

Details
List
Availability (Daily)
Availability (Weekly)
Calendar

Legend

Include Requested

← Fri Apr 01 2022 →

Days

Overlapping ▾

Help

	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11			
Fri Apr 0...							THET 220 00...											Closed		
Sat Apr 0...																		Closed		
Sun Apr ...																		Closed		
Mon Apr ...							THET 220 00...											Closed		
Tue Apr ...							THET 2...	THET 220 003 11218 ...										Closed		
Wed Apr ...							THET 220 00...	Setup: TEDxWVU												Closed
Thu Apr ...		Setup: TEDxWVU					THET 2...	THET 220 003 11218 ...				Setup: TEDxWVU						Closed		
Fri Apr 0...		Setup: TEDxWVU					THET 220 00...	Setup: TEDxWVU										Closed		
Sat Apr 0...		Performance: TEDxWVU																Closed		
Sun Apr ...																		Closed		
Mon Apr ...							THET 220 00...											Closed		
Tue Apr 1...							THET 2...	THET 220 003 11218 ...										Closed		
Wed Apr ...							THET 220 00...					Class: Thet 421 project work time						Closed		
Thu Apr 1...							THET 2...	THET 220 003 11218 ...				Class: Thet 421 project work time						Closed		
Fri Apr 15...		Class: Thet 421 project work time																Closed		
Sat Apr 1...		Class: Thet 421 project work time																Closed		
Sun Apr ...		Class: Thet 421 project work time																Closed		
Mon Apr ...		Class: Thet 421 Music P...					THET 220 00...											Closed		

To check the **availability of one room over many weeks:**

- 1) Search for the desired location using the method as described previously.
- 2) Click on the Room Name to get to the Details view.
- 3) Select 'Availability (Weekly).'
- 4) Click on the date to choose the desired starting date.
- 5) The default will be to show only one week. Choose the number of weeks you wish to view from the drop-down menu located next to the date.
- 6) The weeks will be shown side-by-side as columns under each day of the week. You can either hover or click on individual events to view them.
- 7) As with the Daily view, you can check the 'Include Requested' box to see any tentative events which may have already been requested.

CAC-E 3012 ★

Creative Arts Center 3012 (Davis Theatre)

More Actions

Details
List
Availability (Daily)
Availability (Weekly)
Calendar

Legend

Include Requested

← Sun Mar 27 2022 →

Weeks: 5

Days

Help

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00 AM							
8:00 AM		CL			Se	Se	Pe
9:00 AM	CL					CL	CL
10:00 AM	CL						
11:00 AM	CL						
12:00 PM	CL		T	T	T	T	T
1:00 PM	CL	T	T	T	T	T	T
2:00 PM	CL	T	T	T	T	T	T
3:00 PM	CL			Se		Se	
4:00 PM	CL						
5:00 PM	CL			CL			
6:00 PM	CL						
7:00 PM	CL				M	Se	
8:00 PM	CL						
9:00 PM	CL						
10:00 PM	CL						
11:00 PM	CL						

To check the **availability of multiple rooms**:

- 1) Begin with a Locations search as described previously.
- 2) Select 'Advanced.'
- 3) Click the 'Add Criteria' button and choose additional Keyword searches.
- 4) Be sure to choose 'or' for the logic statement between Keywords.
- 5) Put the different room numbers into the Keyword fields, then click Search.
- 6) This will then display a list of results, as with the normal searches, except that it shows the multiple locations instead of one.

Select Object: Locations Saved Searches (optional)

Quick Search Quick **Advanced**

Keyword

or

Keyword

Search has not been saved

[Reset](#) | [Export Results](#) | [Save](#) [Save As](#)

Advanced Location Searches can be saved for repeated use. For additional information about saved searches, see page 23. For assistance creating a saved search to efficiently access the information you need on a recurring basis, contact the Production & Facilities Office.

Creating an Event

Although there are several ways to start creating an event, they all lead to the Event Form. The method you choose determines what information is auto-populated potentially saving you some time in the booking process.

To get started, you can:

Click the Event Form text button from the top of the page.

This starts with a clean slate; every field will be blank.

Click on the Create an Event button on the Home Dashboard.

This starts with a clean slate; every field will be blank.

Click on an open time in an Availability view.

This pre-selects your date, time, and room.

This assumes a 1-hour reservation starting on the hour, which may not be the time you want and may not actually be available for the room you've selected, but you can manually alter this later.

Click on an Event Form icon  in a Calendar view.

This pre-selects your date and may pre-select your room in some circumstances.

Click on the "I know WHEN" link in the Find Available Locations section of the Home Dashboard. After entering your date, time and number of attendees, you can search for available spaces to find an option that you like. Once you've settled on a room, click the "Use This Location" link.

This pre-selects your date, time, room and number of attendees.

Once you reach the Event Form, you will need to enter additional information. Required fields will say '*Required*' next to them.

At a minimum, you must enter:

Event Name,

Event Type,

Primary Organization,

Expected Head Count,

Event Start and End Times,

Location (at least one),

Check the Terms of Use Policy agreement box,
and Event State.

Naming an Event

When naming an event, please be as specific as possible. There are two fields in 25Live that can work together to convey the full picture. Because of the way information is accessed and displayed in various views, the Event Name should provide the primary information; the Event Title can serve as the subheading to help place the event in context.

For the Event Name field, the proper format is '**[Event Function]: [Name of Event]**'.

For example,
Performance: The Clean House
T&D Mainstage Series

Rehearsal: Wind Symphony
The Music of Ron Nelson

Reception: David Wilkins
School of Art & Design Lecture Series

Because 25Live limits the Event Name field to 40 characters, you may need to abbreviate. The Event Title field will allow 120 characters.

We assume that all organizations or ensembles are of WVU origin unless otherwise stated so you can simply use *Symphony Orchestra* rather than *WVU Symphony Orchestra*.

In naming your events, please be as consistent as possible. If your group has more than one performance, we would expect both to share the same Event Name. The Event Title could be used to differentiate between the two programs if necessary. See the Cheat Sheet on page 24 for a guide to the proper names to use for Event Function within the Event Name.

Event Types

Although there are many event types available in 25Live, to improve consistency and further clarify space usage, we ask that you select from the following options.

Section

Official class section assignment, directly migrated from a room assignment in Banner

Academic Ad-hoc

Class-related, not directly migrated from a room assignment in Banner
Ex. Acting Studio, voice lessons, individual relocated class sessions

Meeting

A gathering of a group, generally open only to members of the group or individuals interested in joining the group; not a performance or rehearsal.
Ex. Search Committee, student organizations, production meetings
Further clarification: If SAI hosts a craft night open only to their members, this is still a meeting even if they don't conduct official business with the full membership.

Audition

May include CCA students, prospective CCA students, festival or conference participants, or the public
Ex. CCA Auditions, Fall Theatre Production Auditions

Setup

Most often scheduled in venues or lobby, frequently denotes work to be completed by Production & Facilities Office; does not take the place of setup times immediately preceding performance or rehearsal events
Ex. Phantom of the Opera load-in, Wind Symphony, Pottery Sale

Performance

A presentation, whether ticketed or non-ticketed, open to the public or invited group

Rehearsal

Typically related to a specific performance; does not include regular class-time rehearsals being held in the room originally assigned through Banner

Production Support

Any room reservation directly related to a production that does not meet the criteria for other event types
Ex. green room and dressing room use, additional storage spaces

Recording

An event primarily occurring for the purpose of recording, whether audio, video, or photographic
Ex. promotional photo shoot

Masterclass

Typically associated with a guest artist, often related to a performance; may be open to the public or at least a wider audience than one registered class

Training

An event designed to relay information regarding a specific skill, task or topic related to a job function, whether said job is paid, volunteer, or for academic credit

Ex. Production Crew Training, 25Live Training

Further clarification: a workshop on reed making for Oboe majors would be better classified as a Lecture/Seminar because it is integrally related to the student's chosen course of study rather than a current job function. However, a piano tuning workshop for a work study Piano Technician, even if the student is a piano major, would be classified as Training because its primary goal is to impart knowledge relevant to a specific job function.

Special Event

An event, that may be open to the public, not classified as a performance or reception

Ex. A Gala or Fundraiser, a private meal service not directly associated with a production

Exhibit

A public display, typically scheduled in a gallery or lobby, designed to be viewed or experienced on a rolling basis

Further clarification: If an audience is expected to arrive at one specific time to experience a piece as a group, the event would be classified as a Performance. If the piece includes performance elements, but the audience is free to come and go over a longer period of time with no set duration of viewing for each individual, the event would be considered an Exhibit.

Lecture/Seminar

A talk or discussion not directly related to one registered class and often open to an entire School or the general public

Ex. Gallery Talk

Graduation

Official commencement ceremonies scheduled or authorized by the Office of the President

Reception

A catered gathering often related to a performance or exhibit

Registration

Associated with a festival or conference; suggests, at minimum, table(s) and chair(s) and an influx of participants from outside the College

Calendar Announcement

Reserved for use by the Production & Facilities Office; allows us to place events relevant to CCA on 25Live for reference without associating a specific room

Conference

A multi-part event that may include workshops, masterclasses, meetings, lectures, etc.; all sessions open to conference attendees except performances and their related rehearsals should be classified as this event type

Ex. All classes and presentations for the ACDA Regional Festival should be booked as 'conference' except the rehearsals and performances scheduled in the Clay Theatre or Falbo Theatre

Maintenance

General required maintenance not related to a specific production

Community Music

All activities associated with the Community Music program except performances

Community Theatre

All activities associated with the Community Theatre program except performances

Entering Times

Event: the time during which the actual event occurs

The start time should be the advertised beginning of the event.

For example, if the ticket says 7:30pm, this would be the start time even if there's a pre-concert talk that starts at 7:15pm.

The end time should be as accurate as possible but should not be in danger of underestimating the true conclusion of the event. The standard is a 2-hour event for all performances. If you know it will be under an hour or if you know it will be longer than 2 hours, please adjust your end time accordingly.

Additional Time: Under the Event Date and Time fields, you will find space you can open to include Additional Time for Setup/Takedown and other Pre/Post-Event activities.

Setup: the time that you will use to prepare in the space before the public is admitted

If your setup follows a scheduled class and you will use only the 10- or 15-minute class change period, you do not need to denote it.

If you need any setup time for an event that does not immediately follow a scheduled class, please enter it.

Pre-Event: the time that the house is open for the public to enter prior to the official start of the event

For most events in the venues, with the exception of recitals in Bloch Hall, this is 30 minutes.

For most other events, there is no pre-event time.

Post-Event: the time that the house remains open for the public to exit following the official conclusion of the event

Depending on the venue, this could be between 15 and 30 minutes.

For most other events, there is no post-event time.

Takedown the time that you will use to gather your materials, clean-up, and exit the space

Event Date and Time - Required

Mon Feb 21 2022

1:00 pm

To:

2:00 pm

This begins and ends on the same day

Duration:
1 Hour

Additional time ^

Setup Time
0 Days 1 Hours 0 Minutes

Pre-Event Time
0 Days 0 Hours 15 Minutes

Post-Event Time
0 Days 0 Hours 15 Minutes

Takedown Time
0 Days 0 Hours 30 Minutes

Reservation Start:
Mon Feb 21 2022 11:45 am

Reservation End:
Mon Feb 21 2022 2:45 pm

Reservation Duration:
3 Hours

Organizing a Complex Event

25Live allows you to specify repeats and book multiple rooms for the same event. You can even specify different rooms for each occurrence of a repeating event. Even with all these options, there are limitations to what you can do with only one event reservation.

While every occurrence can have different start times, end times and assigned rooms, they all will have the same pre-event, post-event, setup, and teardown times. All other fields are shared across all occurrences as well.

This means at a minimum, rehearsals and performances are separate events. If you're booking a conference that's going to use the greenroom for event support, that would be a separate event because the title would be "Event Support: Blah Blah Blah" rather than "Performance: Blah Blah Blah".

If you have questions about how to book a complex event, please contact the CAC Production & Facilities Office for assistance.

Requesting Equipment or Other Resources

If you know of any needs at the time that you submit your request, please include as much detail as possible in the Internal Notes field.

*Please note that if you have any specific **piano** needs, please contact the staff piano technician directly.*

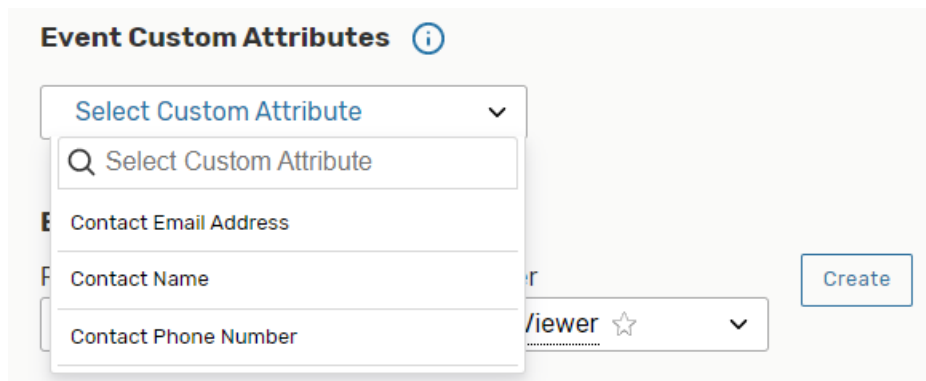
Internal Notes

11 chairs and 3 music stands
1 table(s) with skirt

Including Contact Info for the Event

The Contact Name, Email Address and Phone Number on the Event Custom Attributes card in the Event Form is designed to be used for *publishable* information only. You should only complete these fields if you would like the general public or other CCA users to contact you for more information about the event.

When you create an event in 25Live, you are automatically assigned the role of Requestor. In most cases, this is the person the Production & Facilities Office would contact if we had questions about the event. However, if you are entering an event for a colleague, we need to know who the responsible party for the event is. You can include this in the Internal Notes field.



The screenshot shows the 'Event Custom Attributes' section of a form. At the top, the title 'Event Custom Attributes' is followed by an information icon. Below this is a dropdown menu with the text 'Select Custom Attribute' and a downward arrow. A search bar with a magnifying glass icon is positioned above a list of three options: 'Contact Email Address', 'Contact Name', and 'Contact Phone Number'. To the right of the dropdown menu is a 'Create' button. Below the dropdown menu is another dropdown menu showing a user profile with the name '/iewer' and a star icon.

Starred Items

Many items in 25Live can be Starred for quick access: Events, Event Types, Locations, Contacts, Organizations, Searches, Reports. Any place you see the outline of the star, you can click to Star that item.

CAC-E 200A

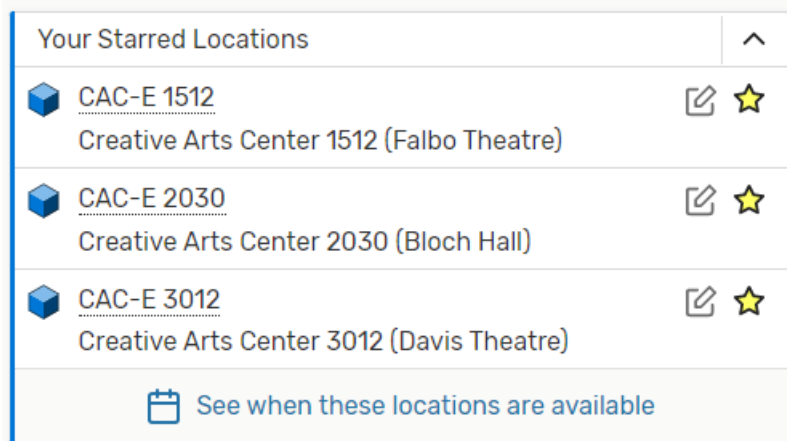
Creative Arts Center 200A - Bloch Hall











Max Capacity: 160

Features: Departmental Classroom; Evansdale Campus



Starred items appear on your Home Dashboard and can be found at the top of drop-down lists. They can also easily be found through searches (e.g. 'Your Starred Events').



Your Starred Locations		^
 <u>CAC-E 1512</u>	 	
Creative Arts Center 1512 (Falbo Theatre)		
 <u>CAC-E 2030</u>	 	
Creative Arts Center 2030 (Bloch Hall)		
 <u>CAC-E 3012</u>	 	
Creative Arts Center 3012 (Davis Theatre)		
 See when these locations are available		

Canceling an Event

From the Home Dashboard, find the event that you want to cancel in your Your Upcoming Events section. If it is still listed as Tentative, you can choose to edit the event, which will open it in the Event Form again.

Click on Tentative at the bottom of the Event Summary to jump straight to the Event State card. Select Cancel and Save.

If your event has already been confirmed, the best course of action would be to right click on the event and select Email Event Details. Select the checkbox in the To column for Anyone with Assignment Tasks and include your instructions in the Message Body field. See the example in the next section about Making Changes.

Making Changes

If your event has already been confirmed, click on the event to open it. Then, click the 'More Actions' button in the upper right corner, then select the 'Email Event Details' tab. Select the checkbox in the 'To' column for 'Anyone with Assignment Tasks' and include your revised instructions in the Message Body field.

Email Event [X]

Related Recipients:

	TO	CC	BCC
Self (Chittum, Martin)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requestor (Chittum, Martin)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scheduler (User, Viewer)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anyone with Assignment Tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anyone with Notification Tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Recipients:

TO:

CC:

BCC:

Separate multiple email addresses with commas. To choose from a list, click To, CC or BCC.

Attach:

Event Confirmation (Detailed)

Event Confirmation (Academic)

iCal File

Subject

Include link to 25Live Pro

Message Body Check the checkbox to include Event Details. Add a custom message if desired.

File Insert Table View Format Tools

← → **B** *I* U **A** System Font 12pt

Please Delete this event.

Include event details in body of message

Aside from cancelling an event, you might submit changes this way to alter your times, request additional equipment or rooms, or refine the Event Name or Event Title as you learn more about your event and make decisions.

Saved Searches

Searches are the key to filtering and finding the information contained in 25Live that is relevant to your needs. Saved Searches are the tool that makes the process more efficient.

Any search conducted in an Advanced Search sub-tab can be saved for future use. Any Saved Search can be shared with other users. Saved Searches can also be Starred for quick access in some menus. If you need assistance creating a search that gets you what you need and filters out everything else, please contact the Production & Facilities Office.

Search examples that you may find useful:

All CCA Locations
All CCA Classrooms
Clay Falbo Davis

Lobby
SOM Jury Locations
5 Venues + Lobby – Section

The screenshot displays the configuration for a search titled "2022-2023 CCA". It is divided into several sections:

- Occurrence Dates:** Start Time: 12:00 am, End Time: 11:59 pm. From: Specific Date (Mon Aug 01 2022). Until: Specific Date (Mon Jul 31 2023). Days: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday (all checked).
- Locations (via Search):** Includes an "EDIT" button and a list of locations: Clay, Davis, Falbo, VDM, Bloch and Lobby.
- Event Types:** Set to "Do Not Include". Includes an "EDIT" button and a list of excluded event types: Academic Ad-hoc, Section, Setup.
- Event Search Exclude:** Includes an "EDIT" button and a list of excluded search criteria: Maintenance.

There are "and" connectors between the Occurrence Dates, Event Types, and Event Search Exclude sections.

Seeing what's going on

Aside from checking availability of a room or set of rooms, you may be interested to know what else is going on in the building to help you plan collaborative projects with your colleagues or students or to find events that might interest you.

The Calendar view is an easy way to accomplish this. Most views that offer Availability view also offer a Calendar view. As with other features, it is important to know what information you have asked 25Live to display. Calendar view will show complete weeks, from Sunday to Saturday. The default view shows 1 week, but you can choose up to display up to 16 weeks at a time. The first week shown will start at whatever week the chosen date belongs to. In the example on the following page, the date of Friday, February 25 was chosen, so it displays the week beginning on Sunday the 20th. The chosen date is highlighted within the week.

Go to Search
Recently Viewed
Help

CAC-E 2030 ★
Canady Creative Arts Center 2030 (Bloch Hall)

More Actions

Details
List
Availability (Daily)
Availability (Weekly)
Calendar

Show Blackouts
 Display Additional Time
 Related Locations
 ← Sun Feb 20 2022 - Sat Feb 26 2022 →
Weeks: 1
Refresh Help

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
February 20	21	22	23	24	25	26
4:30 pm - 10:00 pm Meeting: Phi Mu Alpha CAC-E 2030	8:30 am - 9:45 am MUSC 381 001 10678 202201 <i>MW 0830-0945 CLAS 01/10</i> CAC-E 2030 11:00 am - 11:50 am MUSC 271 001 12040 202201 <i>MWF 1100-1150 CLAS 01/10</i> CAC-E 2030 12:00 pm - 12:50 pm Rehearsal: Horn Studio CAC-E 2030 1:00 pm - 2:20 pm MUSC 305 001 12114 202201 <i>MTWR 1300-1420 CLAS 01/10</i>	7:00 am - 10:00 am Maintenance: Piano CAC-E 2030 10:00 am - 10:50 am MUSC 284 002 XL 10595 202201 <i>TR 1000-1050 CLAS 01/11</i> CAC-E 2030 10:00 am - 10:50 am MUSC 381 002 XL 11909 202201 <i>TR 1000-1050 CLAS 01/11</i> CAC-E 2030 1:00 pm - 2:20 pm MUSC 305 001 12114 202201 <i>MTWR 1300-1420 CLAS 01/10</i> CAC-E 2030	8:30 am - 9:45 am MUSC 381 001 10678 202201 <i>MW 0830-0945 CLAS 01/10</i> CAC-E 2030 10:00 am - 11:00 am Lecture: Dan Stevens CAC-E 2030 11:00 am - 11:50 am MUSC 271 001 12040 202201 <i>MWF 1100-1150 CLAS 01/10</i> CAC-E 2030 12:00 pm - 12:50 pm Rehearsal: Horn Studio CAC-E 2030 1:00 pm - 2:20 pm	7:00 am - 10:00 am Maintenance: Piano CAC-E 2030 10:00 am - 10:50 am MUSC 284 002 XL 10595 202201 <i>TR 1000-1050 CLAS 01/11</i> CAC-E 2030 10:00 am - 10:50 am MUSC 381 002 XL 11909 202201 <i>TR 1000-1050 CLAS 01/11</i> CAC-E 2030 11:00 am - 12:50 pm Maintenance: Piano Service CAC-E 2030 1:00 pm - 2:20 pm	7:00 am - 9:45 am Maintenance: piano tuning CAC-E 2030 10:00 am - 10:50 am MUSC 121C 002 XL 17571 202201 <i>F 1000-1050 CLAS 01/14</i> CAC-E 2030 10:00 am - 10:50 am MUSC 221C 002 XL 17570 202201 <i>F 1000-1050 CLAS 01/14</i> CAC-E 2030 10:00 am - 10:50 am MUSC 321C 002 XL 17569 202201 <i>F 1000-1050 CLAS 01/14</i>	8:00 am - 4:45 pm Audition: and Portfolio Review Days CAC-E 2021 CAC-E 2030 CAC-E 2045 CAC-E 2051 CAC-E 2063 CAC-E 2067 CAC-E 2123 CAC-E 2143 CAC-E 3113 CAC-E 4113 <i>(more locations)</i> 5:00 pm - 6:00 pm Recording: Walker CAC-E 2030 6:00 pm - 8:00 pm Recording: Oboe Studio

For your day-to-day needs, you can use the Home Calendar. This is accessed by clicking on the 'More' menu in the upper right corner and choosing 'Calendar.' It will default to showing a calendar of events in your Starred Locations. If there is a set of locations you wish to view frequently, you can save them to your Starred Locations, or you can create custom searches and save them. *Note: They will only appear on the list for this calendar if you Star the searches after saving them. This can be accomplished from the main search page.*

Display Additional Time
 Related Locations
 ← Sun Feb 20 2022 - Sat Feb 26 2022 →
Weeks: 1

(as of 10:38 am)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
February 20	21	22	23	24	25	26
7:00 am - 11:00 pm Rehearsal: Mainstage 5 <input type="button" value="CAC-E 3012"/>	8:30 am - 9:45 am MUSC 381 001 10678 202201 <i>MW 0830-0945 CLAS 01/10</i> <input type="button" value="CAC-E 2030"/>	7:00 am - 10:00 am Maintenance: Piano <input type="button" value="CAC-E 2030"/>	8:30 am - 9:45 am MUSC 381 001 10678 202201 <i>MW 0830-0945 CLAS 01/10</i> <input type="button" value="CAC-E 2030"/>	7:00 am - 10:00 am Maintenance: Piano <input type="button" value="CAC-E 2030"/>	7:00 am - 9:45 am Maintenance: piano tuning <input type="button" value="CAC-E 2030"/>	7:00 am - 11:00 pm Performance: Mainstage 5 <input type="button" value="CAC-E 3012"/>
2:00 pm - 4:00 pm Performance: Youth Theatre <input type="button" value="CAC-E 1512"/>	10:00 am - 11:15 am DANC 100 001 12174 202201 <i>MW 1000-1115 CLAS 01/10</i> <input type="button" value="CAC-E 1512"/>	9:30 am - 10:45 am THET 242 001 12015 202201 <i>TR 0930-1045 CLAS 01/11</i> <input type="button" value="CAC-E 1512"/>	10:00 am - 11:00 am Lecture: Dan Stevens <input type="button" value="CAC-E 2030"/>	9:30 am - 10:45 am THET 242 001 12015 202201 <i>TR 0930-1045 CLAS 01/11</i> <input type="button" value="CAC-E 1512"/>	10:00 am - 10:50 am MUSC 121C 002 XL 17571 202201 <i>F 1000-1050 CLAS 01/14</i> <input type="button" value="CAC-E 2030"/>	8:00 am - 4:45 pm Audition: and Portfolio Review Days <input type="button" value="CAC-E 2021"/> <input type="button" value="CAC-E 2030"/> <input type="button" value="CAC-E 2045"/> <input type="button" value="CAC-E 2051"/> <input type="button" value="CAC-E 2063"/> <input type="button" value="CAC-E 2067"/> <input type="button" value="CAC-E 2123"/> <input type="button" value="CAC-E 2143"/> <input type="button" value="CAC-E 3113"/> <input type="button" value="CAC-E 4113"/> (more locations)
4:00 pm - 8:00 pm Strike: Youth Theatre <input type="button" value="CAC-E 1512"/>	11:00 am - 11:50 am MUSC 271 001 12040 202201 <i>MWF 1100-1150 CLAS 01/10</i> <input type="button" value="CAC-E 2030"/>	10:00 am - 10:50 am MUSC 284 002 XL 10595 202201 <i>TR 1000-1050 CLAS 01/11</i> <input type="button" value="CAC-E 2030"/>	10:00 am - 11:15 am DANC 100 001 12174 202201 <i>MW 1000-1115 CLAS 01/10</i> <input type="button" value="CAC-E 1512"/>	10:00 am - 10:50 am MUSC 284 002 XL 10595 202201 <i>TR 1000-1050 CLAS 01/11</i> <input type="button" value="CAC-E 2030"/>	10:00 am - 10:50 am MUSC 221C 002 XL 17570 202201 <i>F 1000-1050 CLAS 01/14</i> <input type="button" value="CAC-E 2030"/>	<input type="button" value="CAC-E 2021"/> <input type="button" value="CAC-E 2030"/> <input type="button" value="CAC-E 2045"/> <input type="button" value="CAC-E 2051"/> <input type="button" value="CAC-E 2063"/> <input type="button" value="CAC-E 2067"/> <input type="button" value="CAC-E 2123"/> <input type="button" value="CAC-E 2143"/> <input type="button" value="CAC-E 3113"/> <input type="button" value="CAC-E 4113"/> (more locations)
4:30 pm - 10:00 pm Meeting: Phi Mu Alpha <input type="button" value="CAC-E 2030"/>	11:30 am - 12:45 pm Class: Opera <input type="button" value="CAC-E 1512"/>	10:00 am - 10:50 am MUSC 381 002 XL 11909 202201 <i>TR 1000-1050 CLAS 01/11</i> <input type="button" value="CAC-E 2030"/>	11:00 am - 11:50 am MUSC 271 001 12040 202201 <i>MWF 1100-1150 CLAS 01/10</i> <input type="button" value="CAC-E 2030"/>	10:00 am - 10:50 am MUSC 381 002 XL 11909 202201 <i>TR 1000-1050 CLAS 01/11</i> <input type="button" value="CAC-E 2030"/>	10:00 am - 10:50 am MUSC 321C 002 XL 17569 202201 <i>F 1000-1050 CLAS 01/14</i> <input type="button" value="CAC-E 2030"/>	12:00 pm - 6:00 pm Rehearsal: Sonnets <input type="button" value="CAC-E 1512"/>
	12:00 pm - 12:50 pm Rehearsal: Horn Studio <input type="button" value="CAC-E 2030"/>	11:00 am - 12:15 pm THET 240 001 12014 202201 <i>TR 1100-1215 CLAS 01/11</i> <input type="button" value="CAC-E 1512"/>	11:30 am - 12:45 pm Class: Opera <input type="button" value="CAC-E 1512"/>	11:00 am - 12:15 pm THET 240 001 12014 202201 <i>TR 1100-1215 CLAS 01/11</i> <input type="button" value="CAC-E 1512"/>	10:00 am - 10:50 am MUSC 421C 002 XL 17568 202201 <i>F 1000-1050 CLAS 01/14</i>	5:00 pm - 6:00 pm Recording: Walker <input type="button" value="CAC-E 2030"/>
	1:00 pm - 2:20 pm	<input type="button" value="CAC-E 1512"/>	12:00 pm - 12:50 pm Rehearsal: Horn	<input type="button" value="CAC-E 1512"/>		6:00 pm - 8:00 pm

CCA 25Live Cheat Sheet

EVENT NAME BANK	EVENT TYPES
HOLD FOR [name]	
{Reserved for Registrar}	Section
RELOCATED Class:	Academic Ad-hoc
Class:	
Exam:	
Juries:	
Meeting:	Meeting
Audition:	Audition
Setup:	Setup
Performance:	Performance
Sr Recital:	
MM Recital:	
DMA Recital:	
Rehearsal:	Rehearsal
Support:	Production Support
Recording:	Recording
Photo Shoot:	
Video Shoot:	
Masterclass:	Masterclass
Training:	Training
Open House:	Special Event
[others as needed]:	
Exhibit:	Exhibit
Lecture:	Lecture/Seminar
Seminar:	
Commencement:	Graduation
Reception:	Reception
Registration:	Registration
Info Table:	Information Table
{Reserved for Production}	Calendar Announcement
Conference:	Conference
Maintenance:	Maintenance
CM:	Community Music
CT:	Community Theatre

EVENT TITLE IDEAS

T&D Mainstage Series
 T&D Discovery Series
 SOM Discovery Series
 SOM Guest Artist
 SOM Faculty Recital
 School of Art &
 Design Lecture Series
 [Vacant Position] Search
 Committee Meeting
 Emerging Artist Series

HELPFUL LINKS

25Live WVU website:

<https://25live.collegenet.com/pro/wvu>

WVU Facilities Scheduling 25Live Instructions:

<https://facilitiescheduling.wvu.edu/instructions/written-instructions/25live-pro-instructions>