25Live Navigation – classroom.fiu.edu

Click icon to access 25Live.
Click “Sign In” to log into 25Live.
25Live Homepage – Log In

Log in using your AD Username and Password.
25Live Homepage – Create an Event

Click “Create an Event” to open up Event Wizard
Event Wizard

Start by entering the basic event information.

**Event Name**

Department Meeting

**Contact Name, Phone and Department**

John Doe at 305 348 2369 OCM

- Fill out name of event.
- Fill out contact information.
- Make sure to include full phone number and name of department.
Event Type

Choose an event type by clicking on an option or typing it in the search box.

Note: You can star event types. This will make that particular type a “favorite” and will automatically populate when a new form is generated.
Primary Organization

Click browse to view list of Primary Organizations.

Note: You can star an organization. This will make that particular organization a "favorite" and will automatically populate when a new form is generated.

Click "types" then click on "Special Event". Choose the organization that your department best falls under.
Expected Head Count and Event Description

Indicate approximate number of attendees. This will ensure that spaces with the specific capacity or above are looked at for availability.

Write brief description for the event. (optional)
Single or Repeating Occurrences

If the event only has one occurrence choose “No.”

If the event repeats at the same time on several days choose “Yes.”
Event Day/Time – Single Occurrence

Indicate event start time and end time. Start date and end date should match since events in classrooms may not end later than 11pm.

If setup time or takedown time is needed, please select yes and indicate amount of time required.
Event Day/Time – Multiple Occurrences

Indicate event start time and end time. Start date and end date should match since events in classrooms may not end later than 11pm.

If setup time or takedown time is needed, please select yes and indicate amount of time required.
Event Day/Time – Multiple Occurrences

Select an option based on how this event will repeat.

Note that repeating events are for events that occur at the same time throughout the semester.
Multiple Occurrences (Ad Hoc & Weekly)

Select repeating dates for event.

Describe how this event REPEATS.

Select repeating days for event.

Indicate last date of occurrence.

Dates will reflect in the occurrence list.

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Event Locations

Find and select EVENT LOCATIONS.

You must select at least one location.

Your Starred Locations...

Search by Location Name...

Saved Searches...

If you are looking for a specific location you may search for that space by clicking this tab and typing the space name.

If you are looking for a space with specific features click on “Advanced Search.”

Saved Searches...

A list of available spaces will populate. Click on a space of your choosing to select the space.

Selected Locations

AHC2655

Academic Health Center 2 Room 655 - Classroom (limited use) (cap 46)
Max Capacity: 46
Features: Moveable Seating; Tablets
Selected Occurrences: All Occurrences
Conflicts: None

View and Modify Occurrences

When you click and select a location it will show under “Selected Locations.”

*Note: no space is guaranteed until an event has been confirmed.
Popular University Events

If you would like this event advertised on the OCM website please select the “Popular University Events” box.
Comments/Notes

You may use this space to provide additional information about the event for review. Please note that this field is optional.
Click “I agree” in the rules and regulations page in order to save the reservation.
Confirmation Page

This ID number is used by OCM when referencing an event via phone or email.

You may view details, edit an event, or email event details using one of these buttons.