

Series25 Class Descriptions

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Series25 Class Descriptions



The Series25 professional services team at CollegeNET is proud to offer a wide variety of options to meet your training needs. From **traditional classes** that cover a large topic over several days to our new **focused learnings** that cover a smaller topic in one quick session, we've got it all! The best part is we expand our content frequently so be sure to check back to see our new additions.

To see when these classes are being offered, please visit our main calendar page: [Series25 Classes](#)

Want to take a class that isn't currently being offered? Sign up on our [waitlist](#) to be notified once a class is scheduled and available for registration or email training@collegenet.com if you have questions.

Groups 101: Leveraging Security and Workflow in 25Live

Learn the ins and outs of managing security in the new Group Administration tool. This course will cover all three levels of security that can be leveraged in your Series25 environment and highlight how you can create workflow in the system.

Intended Audience

Functional Administrators

Prerequisites

- System Administrator Access in 25Live

Recommended

- Participants are encouraged to come prepared with examples of the workflow they are trying to create.

Duration

Three sessions of three (3) hours

Fee

Please contact your account manager for pricing information.

How to Train Your Users and Keeping Up with CollegeNET

Are you forming a training plan for requestors and approvers or looking to update one? Would you like to hear what your fellow Functional Administrators are doing to keep users up to date with 25live functionality? This course explores various training models and ideas. You will also learn how to stay abreast of upcoming functionality and training opportunities, as well as communicating with support.

Intended Audience

Functional Administrators

Prerequisites

- System Administrator Access in 25Live

Duration

One session of three (3) hours

Fee

Please contact your account manager for pricing information.

Exploring LYNX

Have you been keeping your finger on the pulse of LYNX developments? Need a refresher on the academics process? Looking to improve your academic imports? This is the session for you! We'll explore all of the settings LYNX has to offer, including recommendations and pointed advice. Learn about how to use the new binding function to reduce manually entered bound groups and save time. We'll explore back-to-back binding and other SIS to Optimizer considerations as well. This is your full LYNX walk-through and a chance to ask questions from a subject matter expert!

Intended Audience

Functional Administrators and/or Academic schedulers that are responsible for running the LYNX interface.

Prerequisites

- System Administrator Access in 25Live
- Access to the LYNX interface

Duration

One session of three (3) hours

Fee

Please contact your account manager for pricing information.

Jazzing Up Your Published Calendars

Do you have a Publisher calendar that is functional but is not as aesthetically pleasing as you'd like? Want to make that calendar look like a seamless part of your website? Curious about what design elements make for an eye-popping and appealing calendar? Learn to work with your existing calendars to more effectively style those calendars. This class will cover effective techniques for dealing with fonts, font sizes, color schemas, and other stylistic elements on your existing calendars. Bring questions concerning ways in which you would like to improve your existing calendars. In addition, we will discuss how images, robust event descriptions, and more will make your calendars both more visually appealing and provide a great promotional tool for your campus's events.

Intended Audience

Functional Administrators, Communications staff, IT staff, and Web Administrators who are responsible for the configuration and administration of the Series25 scheduling solution as it pertains to marketing and web calendaring.

Prerequisites

- Your institution has already created Publisher calendar(s) that are in use on their campus website(s).

Duration

One session of three (3) hours

Fee

Please contact your account manager for pricing information.

Document Management

Learn to create contract reports using the new Document Management functionality in 25Live. This class will walk participants through leveraging standard contract language, template variables, and other design elements like tables to create professional branded contracts that can be run on events in 25Live and emailed to external requestors.

Intended Audience

Functional Administrators and/or Report developers who have the responsibility for creating and maintaining customer reports in 25Live.

Prerequisites

- Must have Administrative > 3.0 set to Yes in the Groups tool.

Recommended

- Come prepared with contract language used at your University. If your contract language includes the cost of the event or deposits based on total cost, then knowledge of how Pricing is set up in your Series environment is also recommended.
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Duration

One session of three (3) hours

Fee

Please contact your account manager for pricing information.

Configuring Automatic Event Emails

Learn to design attractive and powerful event save emails from scratch or templates. The new Event Save Email functionality includes many powerful operations to fully customize your automatically generated emails. This includes exploring scenarios when emails would be sent as well as the look of the emails themselves. Did you know that emails can be generated for specific organizational sponsors? Or specific security groups? Or different locations? Learn how!

Intended Audience

Functional Administrators

Prerequisites

- System Administrator (-1) access in 25Live

Recommended

- Come to the class with questions or a sample email you would like to implement

Duration

One session of three (3) hours

Fee

Please contact your account manager for pricing information.

Setting up Effective Event Form Rules

Are you ready for more complex event data collection? Have you been wanting to ask specific questions based on the location requested? Are your questions contingent on each other? This class will look at how the Event Form rules can work as well as demonstration and best practices. Focus on flowcharts and the new potentials involved with rules.

Learn how to build logical rules based on various Event Form values, including:

- Response to preceding custom attribute
- Location
- Primary Organization
- Resource

Intended Audience

Functional Administrators

Prerequisites

- System Administrator (-1) access in 25Live

Recommended

- Come to the class with questions or a flow chart of how you would like your questions to appear

Duration

One session of three (3) hours

Fee

Please contact your account manager for pricing information.

Using 25Live Embedded Content on Your Websites

Do you still collect reservation requests from external clients via email or another process, then manually enter those into 25Live? Do you have resources that can be reserved outside of scheduled events? Want to display a 25Live calendar or availability view on a website outside of 25Live? Join this class to explore the technical and functional aspects of how to configure embeddable elements (security adjustments, service accounts to use for the embedded user, how to force login to 25Live); talk through changes to your process or workflow that may accompany implementing this functionality; explore changes that may be needed to master definitions (Custom Attributes, Categories, Requirements, Event Types); explore possible new Event Forms and Security Group Configurations; talk through how Event Form Rules and Event Save emails can work hand-in-hand with embedded forms.

Intended Audience

Functional Administrators

Prerequisites

- System Administrator (-1) access in 25Live

Recommended

- Come to the class with questions or ideas you would like to implement

Duration

One session of three (3) hours

Fee

Please contact your account manager for pricing information.

25Live Pricing and Invoicing

Learn the foundational elements of establishing Pricing for events in 25Live so that you can accurately capture revenue generated through event rentals on campus. Bring your pricing notebooks and spreadsheets to gain some hands-on experience with setting up pricing formulas. Learn how to adjust pricing on individual events to reflect your customer service business processes. Explore best practices for testing and maintaining Pricing over time. Learn how

to leverage 25Live reports to give leadership statistics around event revenue.

By the end of this class, participants will be able to:

- Define rate groups
- Attach rate groups to organization types
- Create tax schedules
- Create rate schedules for event types, resources, requirements, and spaces/locations
- Build basic formulas
- Review and revise event pricing
- Generate event pricing summary and event invoice for single and related events
- Explore other reporting for revenue analysis

Intended Audience

Functional Administrators and Event Schedulers responsible for setting up, testing, and using event pricing.

Prerequisites

- Customers should have knowledge of their event pricing structures.
- CollegeNET recommends the use of videoconferencing for all remote sessions

Duration

Three sessions of 2 (two) hours each

Fee

Please contact your account manager for pricing information.

Functional Administrator Workshop

Develop the skill set needed for maintaining a 25Live environment as a Functional Administrator. Learn the foundations of security, user management, day-to-day workflow, creating user training workshops, and many other topics related to 25Live administration. We will explore the building blocks of 25Live, scheduling, administration, and configuration. New Functional Administrators can expect to leave this class with a clearer expectation of their duties as well as a plan for training local users. Note that some of these subjects are very expansive and may require your testing or research post-sessions.

This course is broken into 3 components to assist Functional Administrators in choosing one, two, or all sessions, but only those that are of interest:

Session 1 - Security

- Learn the building blocks of 25live Security
 - User Creation via SSO implementation
 - Functional Level Security in the new Series25 Group Administration tool
 - Assignment Policy rules
 - Object Level Security
 - Perpetuation of your security model once defined
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- Security Group Options in the Series25 Group Administration tool
- Auditing Security using the new Reporting tool

Session 2 - Workflow

- Learn the building blocks of 25live Workflow and designing of the Events Data Entry rules
- Building better Event Forms
- Working with the new rules within 25live
- Exploring the Event Save emails
- Notification Policy rules and gotchas
- Task Management for Administrators

Session 3 - Training Users and Approvers

- This is the heaviest user participation session! Be prepared to talk!
- How to train Users
- How to train Approvers
- Working with Support and AskTrainers
- Research: what tools and documentation are available?
- Staying abreast of new 25live Functionality
- Deep dive into Testing

Intended Audience

25Live Functional Administrators.

Prerequisites

- An operational 25Live environment.
- Administrator access to 25live, including use of System Settings
- CollegeNET recommends the use of videoconferencing for all remote sessions

Recommended

- **Participation is welcome for this workshop so bring your challenges, your successes, and your goals so that we may leverage unique approaches to similar obstacles.**

Duration

Session 1 - Security - Two sessions of 2 (two) hours each

Session 2 - Workflow - Two sessions of 2 (two) hours each

Session 3 - Training Users and Approvers - Two sessions of 2 (two) hours each

Fee

Please contact your account manager for pricing information.

Using 25Live for Functional Administrators

Join us as we discuss the Administrative Functionality within 25Live including event save emails, embedded objects, nesting custom attributes, blackout management, and more. Note that this does not cover basic functionality normally covered in the "Using 25Live" class (such as navigation, searching, event creation, location assignment, complex event scheduling, and task management). As such, some level of comfort & familiarity with 25Live, in general, is expected, so that we can build on that foundation with these intermediate-to-advanced topics.

Intended Audience

Functional Administrators.

Prerequisites

- An operational 25Live environment that is connected to a test or development database containing customer data (or CollegeNET Sample data).
- CollegeNET recommends the use of videoconferencing for all remote sessions

Duration

Three sessions of 3 (three) hours each

Fee

Please contact your account manager for pricing information.

Expanding Series25

Learn how to expand the use of Series25 on your campus by leveraging all three levels of security built natively into our software. This class will discuss how template security groups can be used to quickly add new scheduling groups into 25Live, showcase adding new objects with our import tool, and highlight other areas you'll want to consider when expanding access to Series25.

Topics covered will include:

- Overview of Security
- Creating new security groups in the Series25 Groups tool
- Uploading new objects (locations, resources, etc.) with the Import Tool
- Setting Assignment Policy and Object Security in the Series25 Group Administration tool
- Creating Event Forms for new groups

Intended Audience

Functional Administrators

Prerequisites

- CollegeNET recommends the use of videoconferencing for all remote sessions

Duration

Three sessions of 2 (two) hours each

Fee

Please contact your account manager for pricing information.

Building Event Calendars using 25Live Publisher

Learn to administer and maintain calendars for web publishing including setting security for Publisher users, building event searches for calendars, publishing web feeds, and customizing the web publishing interface. Participants will also learn different methods used for building searches for event feeds as well as a method for creating a Publisher stylesheet for campus calendars. Users will also learn techniques for querying requestors concerning which calendar their event should appear on and how 25Live rules may be used to generate a useful framework of Publisher-specific questions including Featured Events (and featured levels), discrete lists of options, setting requirements based on responses from the user and setting up corresponding notification policies to a responsible approver to set the appropriate calendar category on an event. There will also be a discussion of top-level and sub-calendars, mixed-in calendars, and different approaches to building a comprehensive calendar for your campus.

Intended Audience

Functional Administrators, Communications staff, IT staff, and Web Administrators who are responsible for the configuration and administration of the Series25 scheduling solution as it pertains to marketing and web calendaring.

Prerequisites

- An operational 25Live environment that is connected to a test or development database containing customer data.
- Access to 25Live as the Publisher User and access to the 25Live Publisher account.
- CollegeNET recommends the use of videoconferencing for all remote sessions

Duration

Two sessions of 3 (three) hours each

Fee

Please contact your account manager for pricing information.

Using X25 Analytics

Learn to use X25 Analytics to answer pressing questions about space usage and scheduling on your campus. This seminar provides a hands-on opportunity for you to explore X25 Analytics functionality (including modeling) in depth.

At the conclusion of this class, participants will be able to:

- Create projects and snapshots using Search-based or Quick Snapshot criteria
 - Understand the metrics associated with a particular snapshot
 - Understand the issues, problems, and questions that each X25 Analytics report helps answer
 - Modify the parameters and controls that affect each of the X25 reports
 - Create and utilize data filters to focus on the information relevant to your analysis
 - Group and export the data tables related to classes/events and locations
 - Model the effects of simulated changes (transforms) to your scheduling data (e.g., taking a building offline)
 - Review Section Analytics
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- Design an X25 Project and analyze the metrics and data for effective decision support

Intended Audience

Anyone who uses X25 to provide, receive or use space management information for the campus – registrars, institutional researchers, facility planners, provosts, deans of instruction and academic affairs, and master schedulers.

Prerequisites

- X25 must be currently licensed.
- Your X25 Analytics site must contain at least one recent, complete snapshot of academic course data (i.e., a semester's worth of academic classes) per student.
- CollegeNET recommends the use of videoconferencing for all remote sessions

Duration

Four sessions of 3 (three) hours each

Fee

Please contact your account manager for pricing information.

Additional Information

All eLearning classes and live sessions are scheduled for Pacific Time. Please note that licensing of the specific CollegeNET products covered in any given training class is a prerequisite for enrolling in that specific course. Additionally, **recording live classes is not permitted**. If you have additional questions about registering for classes, paying for classes, or arranging accommodations please send an email to [Series25 Classes](#).

Cancellation Policy

Registration cancellations must be made in writing and submitted by email, mail, or fax to CollegeNET more than a week in advance of the start of class. No refunds or invoice recalls will be issued for notifications made after this date.
