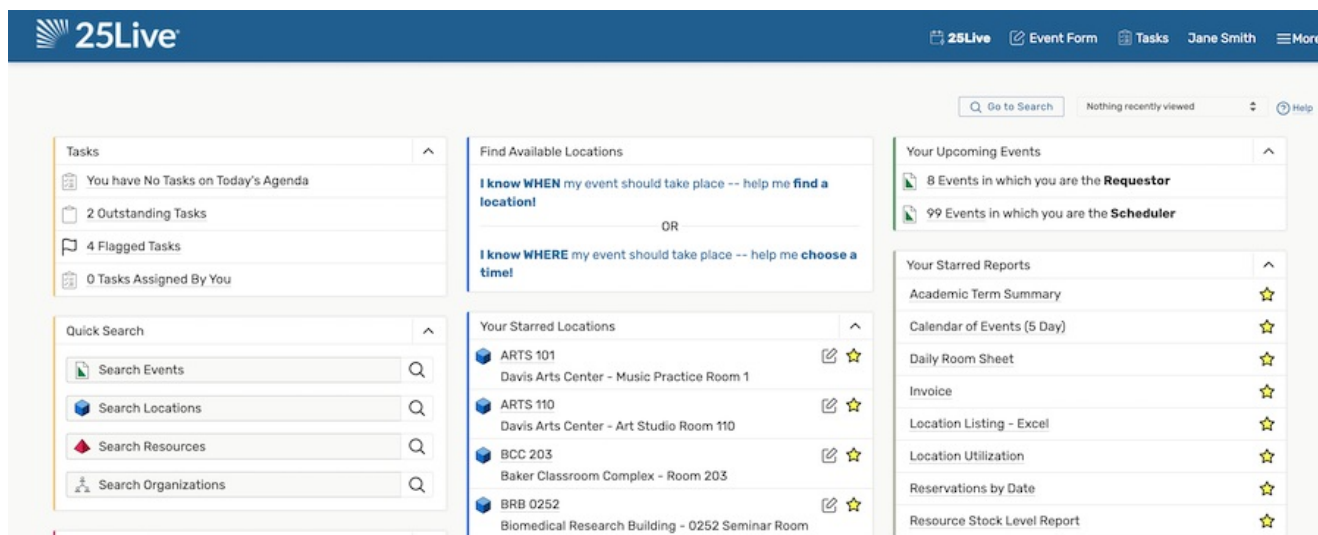


## Remote Advanced Functional Administration



### Goal

Assist schools in expanding their understanding of the unique system administration tools in 25Live and then implementing advanced events functionality.

### Description

A CollegeNET trainer provides consulting regarding advanced administrative functionality in 25Live including the following:

- Custom Event Emails
- Event Form Settings
  - Configuration
  - Segments
  - Event Form Rules
  - Event Quotas
- Embedding Forms and Availability Grids
- Document Management (e.g., Custom Event Contracts)
- Scheduling Reports
- Management of Master Definitions
- Bulk Editing and the Data Import Tool

### Intended Audience

Functional Administrators who are tasked with maintaining the Series25 environment.

## Schedule

CollegeNET consultant provides consulting in three (3), 3-hour sessions via videoconferencing.

## Prerequisites

- An operational 25Live environment.
- Ability to log in to Series25 as a user in the -1 System Administrator security group is required.
- All implementation team members must be assigned and staffed prior to the service delivery.
- Attendees should come prepared with a basic knowledge of scheduling in 25Live.
- CollegeNET recommends the use of videoconferencing for all remote sessions

Please contact your CollegeNET Account manager for pricing and scheduling details. ([Series25 Account Management](#))

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