

## Remote Scheduling in 25Live

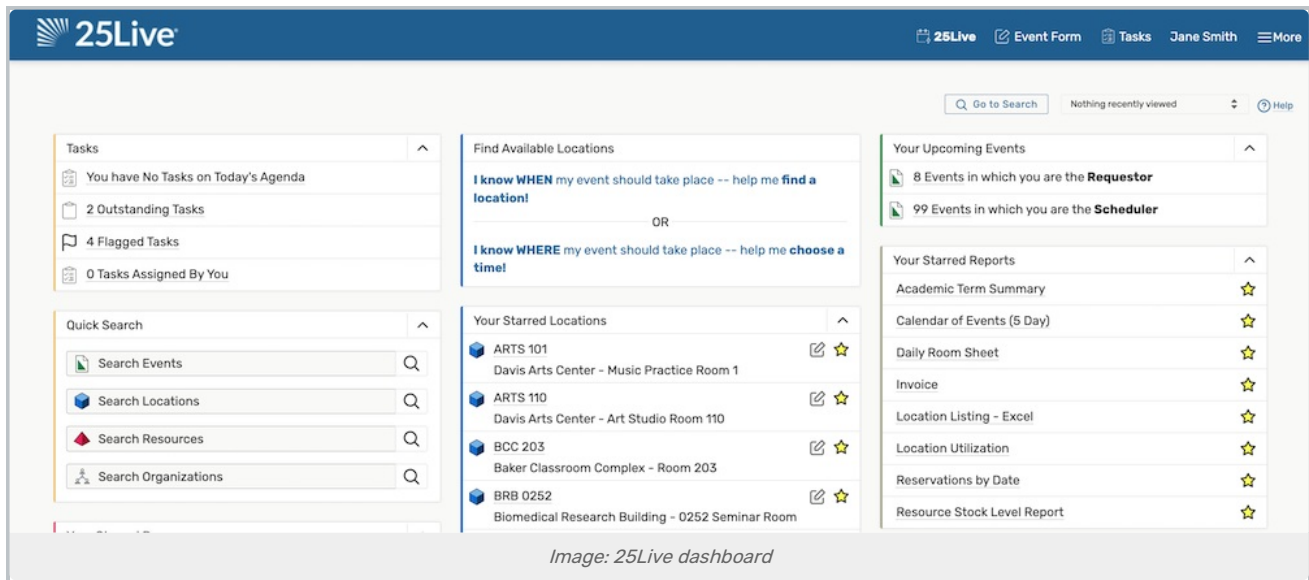


Image: 25Live dashboard

### Description

This training covers a broad range of topics including 25Live navigation, event creation, location assignment, complex event scheduling, and task management.

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

- Navigate 25Live
- Create simple and complex events
- Make location assignments to academic courses
- Copy events
- Combine related events
- Assign resources to events
- Perform searches
- Generate reports
- Personalize the user interface
- Participate in Tasks

### Intended Audience

This training is designed for end users, specifically academic course and special event schedulers, and for functional administrators who will train your institution's end users.

### Schedule

## CollegeNET Series25 Help and Customer Resources

CollegeNET consultant will provide the consulting in two (2) remote sessions of approximately 3 hours each. There may be some additional contact outside of the consulting sessions via email or conference call.

### Prerequisites

- An operational 25Live environment containing customer or CollegeNET Sample data.
- 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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