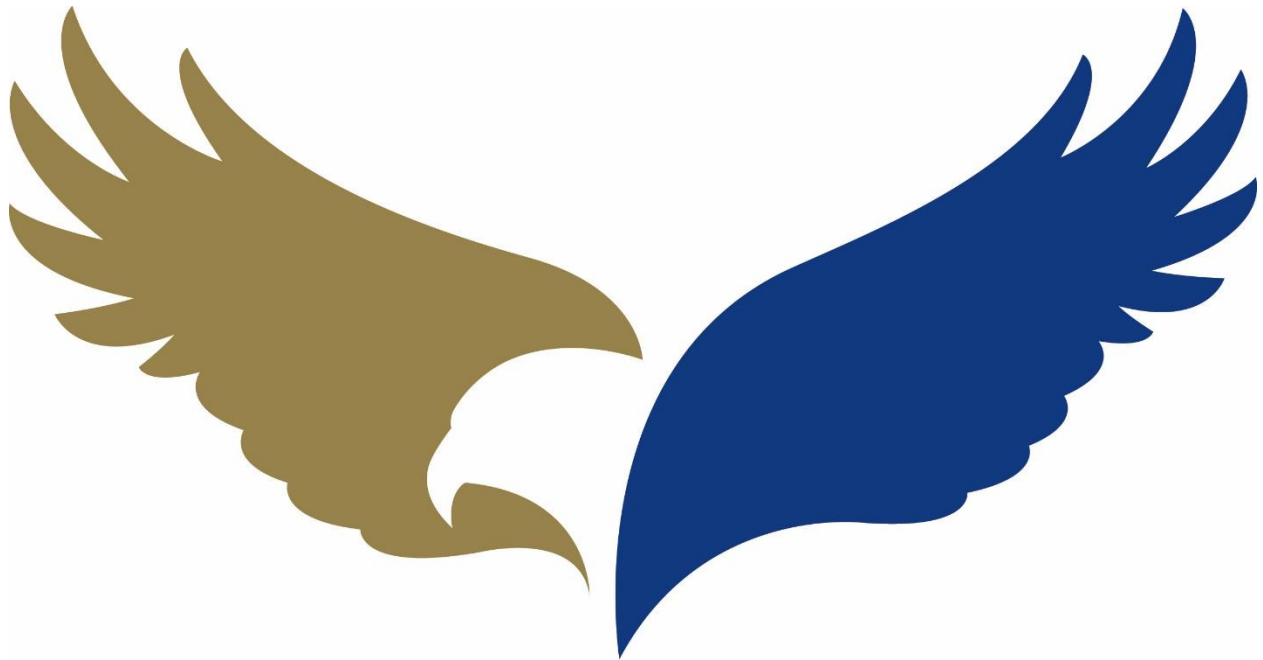


25Live Pro Event Scheduling



**CLARION
UNIVERSITY**

Express Scheduling Guide

25Live Pro Getting Started

Entering 25Live Pro

The screenshot shows the 25Live Pro interface. At the top left is the Clarion University logo. At the top right are links for "25Live Pro", "Guest", "Sign In", and "More". Below the header is a "Recently Viewed" dropdown menu. In the center, there is a "Select Object:" section with a calendar icon and a dropdown menu set to "All Events". Below this is a search bar containing the text "All Events" and buttons for "Reset" and "Search". At the bottom, there are tabs for "List" and "Calendar", with "Calendar" selected. The calendar view shows a week from Sunday, March 29 to Saturday, April 4, 2020. The events listed are:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:00 am - 11:30 am CANCELLED-Art Exhibition 9:00 am - 1:00 pm CANCELLED-Delta Zeta Initiation	9:00 am - 7:30 pm CANCELLED-Art Exhibition 7:00 am - 8:15 am CANCELLED-TK Practice	9:00 am - 7:30 pm CANCELLED-Art Exhibition 8:00 am - 8:00 pm Chartwells Focus Group	9:00 am - 7:30 pm CANCELLED-Art Exhibition 7:00 am - 8:15 am CANCELLED-TK Practice	9:00 am - 7:30 pm CANCELLED-Art Exhibition 8:00 am - 4:00 pm CANCELLED-2020 Census	9:00 am - 7:30 pm CANCELLED-Art Exhibition 10:00 pm - 12:00 am CANCELLED-Allies After	8:00 am - 2:00 pm CANCELLED-Relay For Life 7:00 am - 8:30 am CANCELLED-Football Meeting

This may be the first screen that you will see once entering 25Live. From this screen you can view events that are occurring.

Signing In

The screenshot shows the 25Live Pro interface with the "Sign In" button highlighted in a red box. The interface is identical to the previous screenshot, showing the header, search bar, and calendar view.

To view more information, proceed by *signing in* with your Clarion username and password.

Once you are signed in, you will be able to create events, along with many other things.

For more information, please refer to our other videos and guides to help you navigate through the 25Live Pro system.