25Live (by CollegeNet)
Classroom Reservation Request for Special Events
*New features in 25Live Version 24

All faculty and staff have access to 25Live. Student employees, categorized in HR as type "student" will **not** be able to submit requests for classrooms (i.e. TA's, lab assistants, student clerical). Faculty or staff sponsors will be required to make reservation requests on behalf of students who would like to schedule an event in a classroom.

Prepare Your Information
You will need the following information to request and create an event.
> Event Name (i.e. New Student Orientation)
> Event Type (i.e. Orientation)
> Expected Head Count or unknown
> Event Description (i.e. Orientation for new students)
> Dates, Times, and Occurrences (June 17,19,21 MWF, 3-5PM)
> Location(s) Preferred Building/Room (i.e. Benton 101)

Access 25Live
1. Access 25Live at https://25live.collegenet.com/umsl . *Firefox, Chrome and Safari are the recommended browsers*. You may need to clear your browser's history and temporary files (cache) for best results.
2. Sign in (link at top right) using your SSO username and password.
3. You will see the main dashboard.
4. For tips on setting options on your Home tab, see **Home Tab Tips**.

Request an Event

1. Click the **Create an Event** button in the middle column of the dashboard. The event wizard loads and you will see a progress bar on the left.

2. ***The new features in Version 24 of 25Live include a progress bar for quicker results after you have entered any required information. New Event Wizard will allow mobile and tablet users to make requests easier and faster. Creating your event should be faster as the format has changed with fields you can directly type into or simply choose from a drop down menu.**
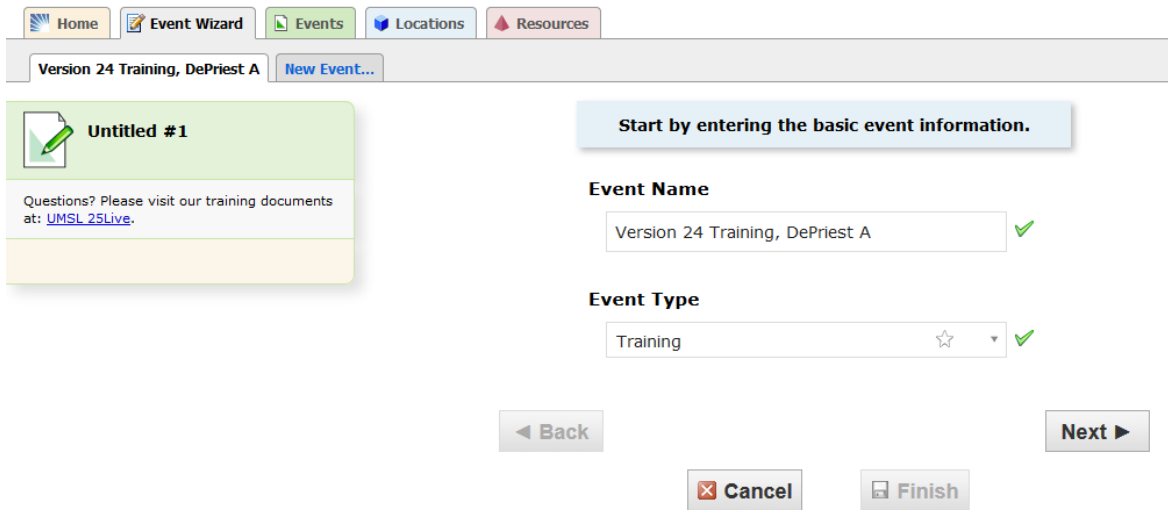
3. Event Name - Enter the name of your event, (40 characters max). For ease in later searching for your event, please include your *last name, first initial* at the end of the name. (i.e. Version 24 Training, DePriest A)
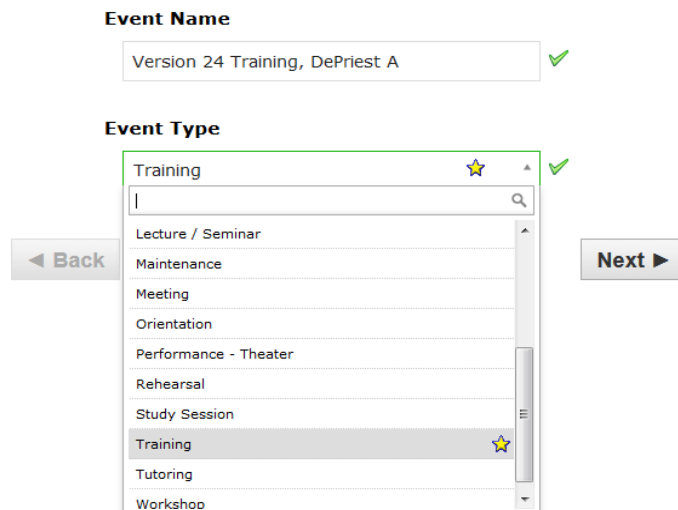
    Event Type - Select an event type from the drop down menu. (You can select your Event Type by typing or selecting the options thru the scroll bar.)

4. Expected Head Count - You can enter the expected head count number if you know how many people plan on attending the event. This is also helpful if you would like to only search rooms by enforcing the headcount, which is a new feature you can select when searching for available locations. The default is set on "I don't know."

Enter additional basic event information.

Expected Head Count

○ [   ]

◉ I Don't Know

Event Description (HTML-Enabled)

This is a 25Live Test Training Working Session.
Expected head count - unknown

Contact: Amy DePriest
314-516-5514

5. Event Descripton - Information entered here will appear in the 25Live Event Detail view. Type a description of your event and include a contact person name, phone number, and email address.

Next ▶

25Live Training Doc V24

Training
Expected Head Count
Event Description (HTML-Enabled)

Progress...

Does this event have more than one occurrence?

No
This event has only one occurrence.
Any other related events are separate and distinct.

Yes
This event has more than one occurrence.
It has daily, weekly, monthly or ad hoc repeats, and they are all part of the same event.

If this is a single event with no other meeting times, select no. **Next ▶** *Skip to 11*

6. Or, if the event has more than one occurrence, select yes.
You have the option to select multiple dates (repeats ad-hoc, daily, weekly, monthly). All times for each occurrence within a single event must be the same. (Different times can be handled by copying the event and altering one or more occurrence times, and optionally relating that new copied event to the first event.)
Select the dates and times of **first occurrence** of the **actual event**.
Subsequent occurrence dates will be entered on the next page.

Choose how this event REPEATS.

Ad Hoc Repeats
Individually select dates to add to the event.

Daily Repeats
Examples: Repeats every day for 5 occurrences; Repeats every 3rd day through a specific date.

Weekly Repeats
Examples: Repeats every week on Monday and Thursday for 12 occurrences; Repeats every other week through a specific date.

Monthly Repeats
Examples: Repeats every month on the 1st and 15th through a specific date; Repeats every 3rd Monday of the month for 6 occurrences.

Does Not Repeat
This event has only one occurrence.

7. Select a Start and End date and time for the event.   Type new date or click on calendar to choose your date. Type start and end times or click on the time for drop down feature. Be sure to enter the EXACT start and end times. It is not necessary or encouraged to enter Pre-Event or Takedown times.

Tell us WHEN this event takes place.

Select the dates and times of the actual event.
Setup, takedown, pre- or post-event times can be specified below.

Event Start:	Thu Dec 04 2014	3:00 pm
Event End:	Thu Dec 04 2014	4:00 pm

Does this event require
Setup or Pre-Event time?   ○ Yes   ● No

Does this event require
Post-Event or Takedown time?   ○ Yes   ● No

8. Find and select EVENT LOCATIONS. There are several different options to search for rooms.

Here is a list of ways to search for rooms giving the time frames you have indicated in the Event Wizard. (If you need to change your time frame, you can go **BACK** to change those to get a new set of available spaces)

Starred Searches (these are searches you have had in the past and marked them as starred or commonly used).

Search by Location Name will allow you to type a building name. You will have options under this feature to enforce the head count. This will use the number of expected persons to determine if there is a space available. Unchecking enforce head count will allow you to see that buildings availability and all capacities.

Saved Searches are any of your searches that you have created, similar to Starred Locations, however it may contain more rooms than just your Starred Locations.

Advanced Search has options where you can choose a room just by a feature, category or capacity that you may need. Click in any of those fields from a drop down menu of those options.

9. Select a location/s for your event. This will still show on the right hand side once you have clicked on the location of your choice. A green checkmark is needed to proceed.
   Here are the other indicators:

   A green checkmark means there are no issues or conflicts.

   A yellow triangle with an exclamation point means you will need to click the **Refresh** link at the bottom of the Choose from box to check for conflicts.

   A red triangle with an exclamation point means there is a conflict, and the currently selected classroom is not available.

   Next ►

10. Please read the terms and then click in the **I Agree** check box under the Terms and Conditions. You can now click SAVE. This will officially request your event and send it on for approval. Make note of the Event Reference number listed in the Event Status box on the top left of the page. You will receive an email confirming that your request was successfully submitted.

The Registrar's Office will review and approve room reservation requests, and will contact you if there are any issues with the date or room you have requested.

Classroom reservation requests during a semester cannot be made until the course schedule for that semester is complete and all courses are assigned to rooms. Once that is finalized, individual room requests can be submitted.

11. You can also **copy** an existing event or establish **event relationships**.

25 Live Tips

You can start an event creation and bring in a location by clicking on the pencil icon wherever you see it. If you are on the Locations tab and are viewing a location's availability, you can hover over any available day/time and the pencil icon will appear. Or you can click on the Actions menu and select the "Create an Event in this Location" option. You can also use the Actions menu to Star this location. Starred locations appear on your Home tab in the "Your Starred Locations" sections. When you star an item you need to *click the refresh button* to see it listed in the appropriate section on your Home tab. Anytime you login you can click the pencil icon for a starred location to start creating an event for that location.

When you are creating an event:
- You can choose more than one room at a time (multiple rooms for the same day/same time).
- You can choose to "Hide Unavailable" in the Choose from box. You may want to check this box if you are searching a building with a lot of classrooms.

Copy an Event

You can add a similar event with different start and end times by copying an existing event. You can also relate events which will allow you to see all events in order of date ranges and all spaces assigned with various time frames (i.e. for a conference with various break-out sessions).

You can **copy** 🖼 an event from the summary page that is displayed when you save your event, or when you are viewing the event after a search you can select the More Actions menu and then select Copy this Event option.

Establish Event Relationships

You can **establish relationships** 🔀 from the summary of More Event Options displayed when you finish creating an event, or when you are viewing an opened event on the events tab. You could then email the event details.
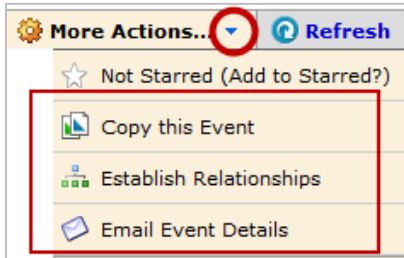
Home Tab Tips
When you star an event, location, or search, it is added to the appropriate section on your Dashboard (Home tab). You can then click on the link for that starred item as a shortcut for creating an event, or finding the availability of a location or to perform a specific search. **When you add or remove a starred item, you need to click the refresh button** 🔄 **to update the displayed information.**

My dashboard below shows that I have starred two locations. These are locations that I like to reserve for my events and having those starred gives me the ability to click the link for one of the locations and check its availability, or to click the pencil icon and start creating an event in that location (I can check the locations' availability during the event creation process).

If your home page is slow to load, you can minimize any or all sections and only expand them when you need to see your starred items.

Home | Event Wizard | Events | Locations | Resources | Organizations

You must be logged in to view locations/events and submit event drafts. Please use your UMSL SSO ID and password to log in using the Sign In link located in the upper right. To log off, please close your web browser.

Dashboard | Calendar

Quick Search

Your Starred Event Searches

Your Starred Location Searches

Create an Event

Find Available Locations

I know WHEN my event should take place -- help me find a location!

OR

I know WHERE my event should take place -- help me choose a time!

Customize Dashboard | Help

Recently Viewed

Your Starred Events

Your Starred Locations

BENTON-0B115
Benton Hall - 0B115

STADLER-0S104
Stadler Hall - 0S104

See when these locations are available

Your Starred Resources

Minimizing areas on your dashboard will let the page load faster.
Click the plus ⊞ to maximize
Click the minus ⊟ box to minimize.

I have two starred locations I can clcik on the pencil icon 🖉 to start creating an event for that location.

To unstar an item click the star icon ☆ then click refresh 🔄