



University of Missouri – Saint Louis

25Live PRO (by CollegeNet)

Instruction Guide for

Schedulers

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University of Missouri – Saint Louis

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1.0 Classroom Reservation Requests for Special Events

25Live is our official room reservation system for course breakout sessions and ad hoc event requests.

UMSL Faculty and Staff can submit reservation requests for centrally scheduled classrooms (those that are not department owned) using 25Live. All faculty and staff have access to submit reservation requests in 25Live.

Students will **not** be able to submit requests for classrooms, including student employees that are categorized in HR as type “student” (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. In doing so, those faculty or staff sponsors assume responsibilities for the event.

The Registrar's Office will review all room reservation requests and will contact you if there are any issues or concerns. Please note, that classes are given precedence over ad hoc requests.

Events Services will now review events, excluding course-related activities and internal department events, to provide oversight of campus policy and risk management. This review is built into the Event Form within 25Live and is based on how specific questions are answered there; no additional action is needed outside of filling out the form as normal. Please allow an additional 1 – 2 business days for this review to take place.

Events related to student organizations will also now require review from the Office of Student Involvement. This review is built into the Event Form within 25Live and is based on how specific questions are answered there; no additional action is needed outside of filling out the form as normal. Please allow an additional 1 – 2 business days for this review to take place.

Instructional Computing Support Services (ic@umsl.edu) provides support for any of the classroom technology available and for the locking/unlocking of rooms. Please contact them if you have any questions about the technology within the classroom or the room being locked or unlocked.

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. For example, the spring schedule must be finalized before you can make a reservation request for any date within that term. Reservations within 25Live typically open two weeks after the schedule is published for a term.

Please note that reservations happening within **two days** of the request cannot be submitted in 25Live. Please contact 25Live@umsl.edu to submit your request.

2.0 Creating an Event in 25Live:

2.1 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

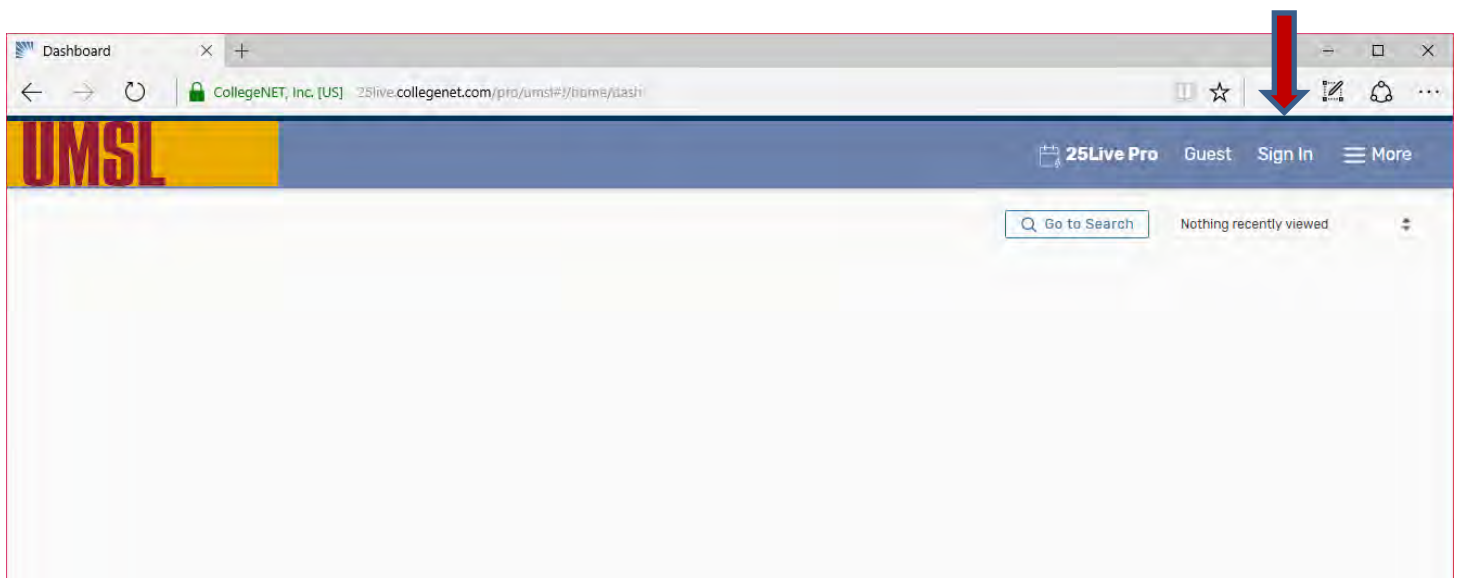
Event Description (i.e. Orientation for new students)

Dates, Times, and Occurrences (June 17, 19, 21 MWF, 3-5PM)

Location(s) Preferred Building/Room (i.e. Benton 101)

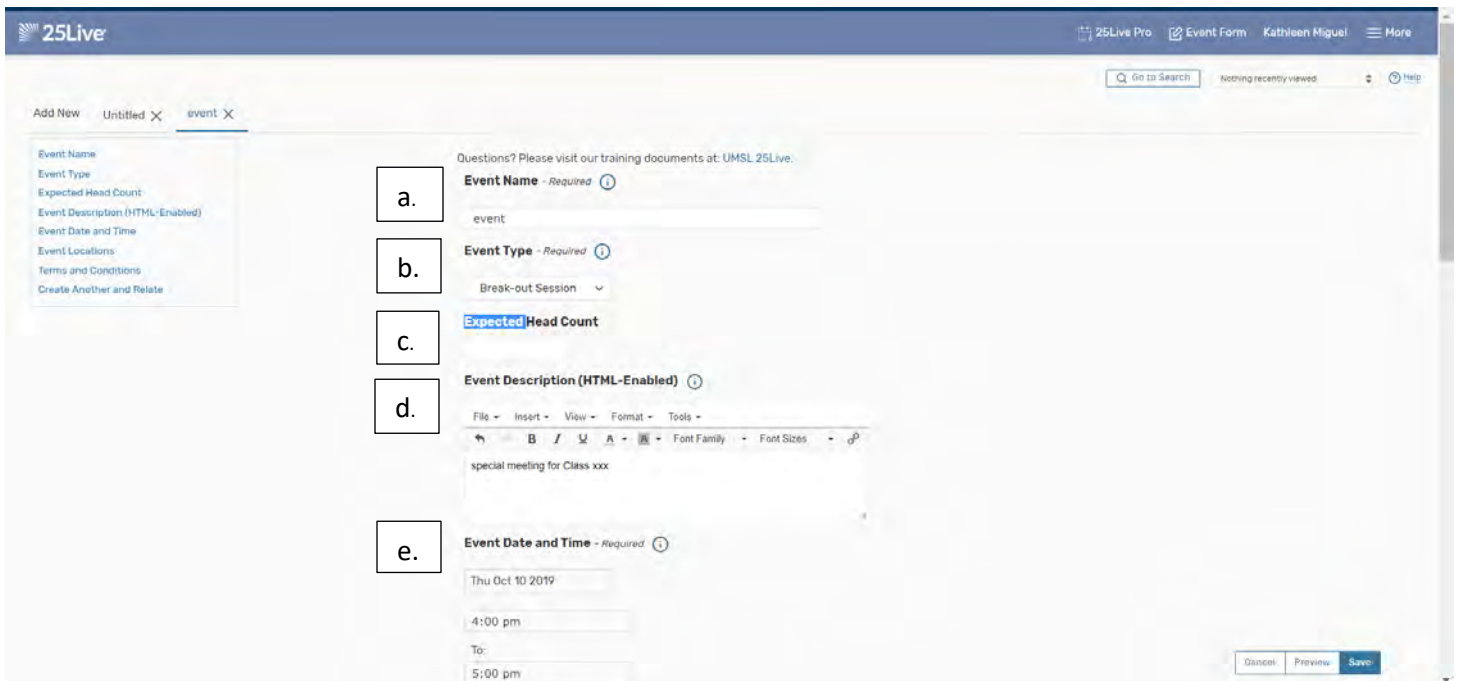
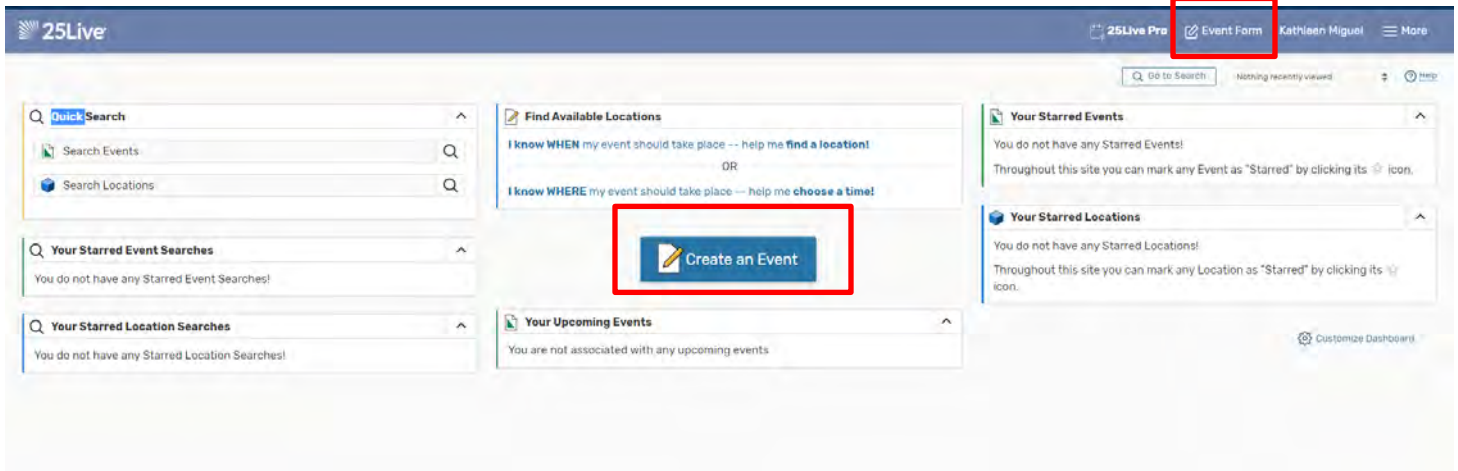
2.2 Access 25Live PRO

1. Access 25Live at <https://25live.collegenet.com/pro/umsl#!/home/dash>. *Firefox and Chrome 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](#).



2.3 Request an Event

1. To **create an event**, either click on the Create an Event button in the middle of the screen or select the Event Form button in the top bar. Both buttons are circled in red below.



2. Start by inputting in the event information in the following fields as you scroll down this single page.
 - a. **Event Name** - Enter the name of your event (40 characters max). Naming your event with a unique and easily recognizable name is recommended. This will allow you to easily search for your event in the Event Search. Including the class or event name, or the last name of the requestor/instructor is suggested.

- b. **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.
- c. **Expected Head Count** - You can enter the expected head count number if you know how many people plan on attending the event, however, this field can also be left blank. Entering a headcount can be helpful if you would like to search rooms by enforcing the headcount, which is a feature you can select when searching for available locations.
- d. **Event Description** - Type a description of your event. Information entered here will appear in the 25Live Event Detail view. While this field is optional, we highly recommend entering information that is critical to the booking. If the requestor differs from the point of contact, please list the point of contact’s name in this box. This will allow our office to find someone to contact in case of an emergency. If you are booking a learning studio and need access to the laptop cart, please indicate that in this box as well.
- e. **Event Date and Time** - Select the dates and times of first occurrence of the actual event. This field is required.

The screenshot shows the 'Event Date and Time' section of a booking form. On the left is a sidebar with links: Event Name, Event Type, Expected Head Count, Event Description (HTML-Enabled), Event Date and Time, Event Locations, Terms and Conditions, and Create Another and Related. The main form area has a checkbox labeled 'f.' which is checked and says 'This event begins and ends on the same day'. Below it is a dropdown menu labeled 'g.' with the text 'Additional time'. Underneath is a 'Repeating Pattern' button. A calendar for October 2019 is displayed, with the 10th highlighted. Below the calendar is a 'View All Occurrences' button. At the bottom, there is an 'Event Locations - Required' dropdown and a 'Locations Search' field. On the far right are 'Cancel', 'Preview', and 'Save' buttons.

- f. The “This event begins and ends on the same day” box is checked by default and **should remain checked**, even if your event occurs on multiple dates. You will select those additional dates in the following steps. If your event spans 24 hours, please contact our office for assistance with scheduling this event.
- g. **Additional time** – refers to set up and tear down time. Do you need additional pre- or post-time for your event? You can indicate that using these fields or you can build that time into the start and end time of your event.

- h. To enter additional dates to your reservation you now have two options:
- Repeating Pattern** button (IE: daily, weekly, monthly or Ad Hoc) - This brings up the pattern picker screen where you can select the patterns in a variety of ways. You can select the pattern, then the day of the week and the end date, or you can pick the day of the week and then just select ends after # iterations, and it will auto-fill the calendar.

2h.a

The screenshot shows a 'Pattern Picker' dialog box with the following options:

- How does this event repeat? Weekly
- Repeats every week
- Repeats on: Sun, Mon, Tue, Wed, Thu, Fri, Sat
- Repeats through: Thu Oct 10 2019
- Ends after 1 iterations

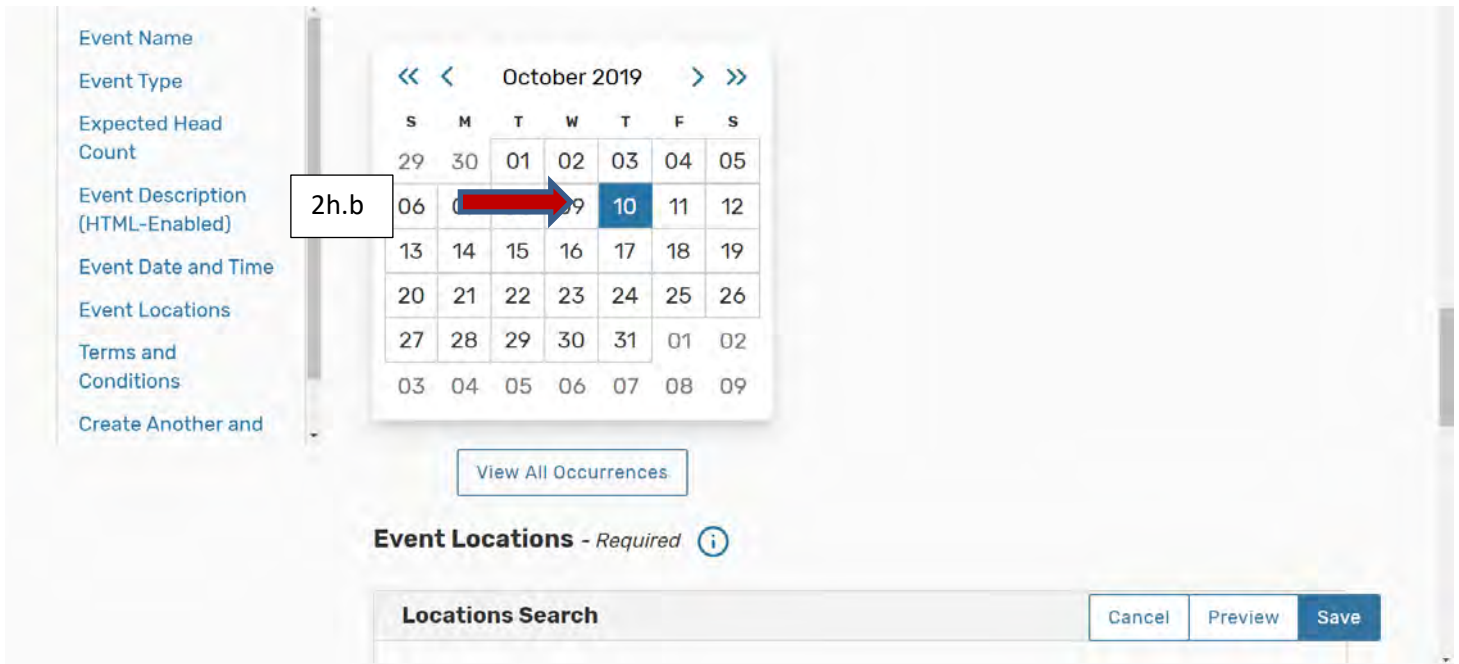
Buttons: Cancel, Select Pattern

Calendar view below the dialog shows dates 27 through 09. A 'View All Occurrences' button is visible below the calendar.

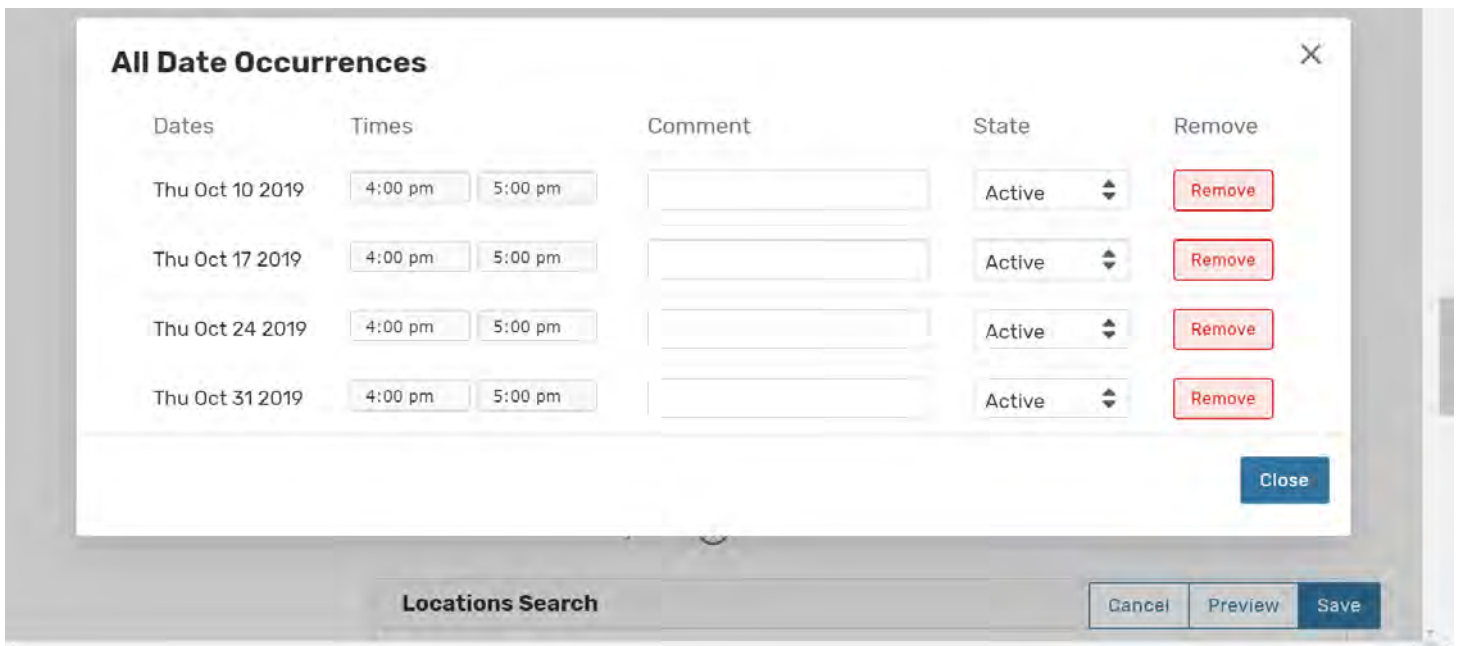
Event Locations - Required ⓘ

Buttons: Cancel, Preview, Save

b. You can also use the calendar and simply click the dates you want to meet.



Then click *View All Occurrences* to see a list of all of the dates that are selected.



If all the occurrences are needed, then hit close. If you need to remove one of your occurrences, you will do so on the above screen by selecting the remove button next to the occurrence you do not wish to book.

While viewing all occurrences you can also alter the times of one of the dates if it does not match the rest of the requested dates.

- i. **EVENT LOCATIONS** - There are several different options to search for rooms (see these listed below). If the default is *your starred locations*, you can cancel by hitting the X, and a general search option will replace it.

Type in the location choice using the building name or abbreviation only. If you are unsure of the room but do know the specific building, type the building only for a choice of available rooms as shown below. A list of classrooms on campus and the technology the offer can be found on the ITS [website](#).

The screenshot shows a search interface for rooms. At the top, there are two checkboxes: 'Hide Conflicts' (labeled 'A') and 'Enforce Headcount' (labeled 'B'). Below these is a search bar with the text 'abh' and a search button. A table lists search results with columns for 'Add', 'Name', 'Title', 'Default Capacity', 'Availability', and 'Conflict Details'. The table contains five rows of room information. A red arrow points to the 'Reserve' button for the first row (ABH-00003). Another red arrow points to the search bar.

Add	Name	Title	Default Capacity	Availability	Conflict Details
Reserve Available	ABH-00003	Anheuser-Busch Hall - 00003	60	1/4	Conflict Details
Reserve Available	ABH-00004	Anheuser-Busch Hall - 00004	48	1/4	Conflict Details
Reserve	ABH-00005	Anheuser-Busch Hall - 00005	20	4/4	None
Reserve	ABH-00103A	Anheuser-Busch Hall - 00103A	48	4/4	None
Reserve	ABH-00106	Anheuser-Busch Hall - 00106	24	4/4	None

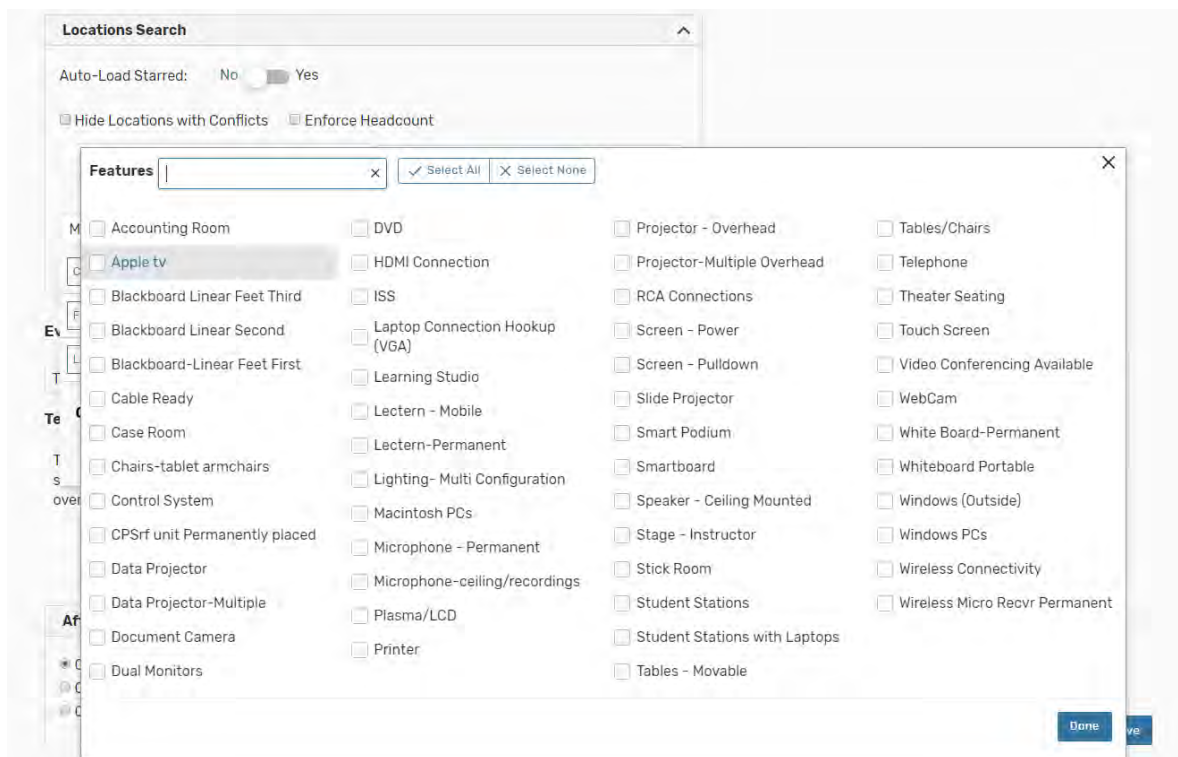
- ❖ Under the **Availability Column** it shows if a room is available for all dates or only some dates. A 1/4 indicates that the room is not available for any of the one date out of the four dates in the reservation. A 4/4 indicates that the room would be available for all four dates.
- a. Select the room using the **Request** button.

NOTE**If you need to change your time frame before you save the event, you can scroll up to item e., to change your times, and get a new set of available spaces.

Below is the list of additional ways to search for rooms within the time frames you have indicated in the Event Form.

- ❖ You can choose more than one room at a time (multiple rooms for the same day/same time). To do this, just click the request button on all of the rooms you are wanting to reserve, and each room will be listed out below.
- ❖ You can select “Hide Locations with Conflicts” (item “A” in screenshot above) in the Location Search box. You may want to check this box if you are searching a building with a lot of classrooms. This will hide any locations that have at least one conflict for a date or time that you have selected.
- ❖ You can select “Enforce Headcount” (item “B” in screenshot above), if you have entered that in the Expected Head Count field. This allows you to only see the locations that have enough space for your expected number of attendees.
- ❖ **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 building's availability and all capacities.
- ❖ **Saved Searches** - Are any of your searches that you have created and saved, similar to Starred Locations. This will include any locations that you have created a saved search for.
- ❖ **More options** – This can be very helpful in finding a room that meets your specific needs. You can select a room by searching a Feature, Category or Capacity. Click on any of those fields from a drop-down menu of those options. Below is an example of the list of Features to choose from if that option is selected. Popular ones include Student Stations and Student Stations with Laptops if you are wanting a room that has laptops or computers for each student/attendee.



The room(s) selected will populate below the list of choices, as shown below.

Request	ID	Name	Capacity	Availability
Request	ABH-00004	Anheuser-Busch Hall - 00004	56	3/3 None
Request	ABH-00005	Anheuser-Busch Hall - 00005	20	3/3 None
Request	ABH-00106	Anheuser-Busch Hall - 00106	24	3/3 None
Request	ABH-00108	Anheuser-Busch Hall - 00108	21	3/3 None
Request	ABH-0103A	Anheuser-Busch Hall - 0103A	48	3/3 None

8 Matching Locations Page 1 of 1

First Previous 1 Next Last

Items per page 25

ABH-00001
Add to favorites
Location Title: Anheuser-Busch Hall - 00001
Capacity: 50
Remove View Occurrences

Clicking the *View Occurrences* box, reveals the screen below. This screen allows you to uncheck a room for a specific date if it is not needed.

Date	Time	Conflicts	Included	Layout	Instructions	Attendance
Set For All			<input type="checkbox"/>			0
Fri Oct 11 2019	10:00 am - 11:00 am		<input checked="" type="checkbox"/>	Theater (50)	These instructions will not save and data will	
Fri Oct 18 2019	10:00 am - 11:00 am		<input checked="" type="checkbox"/>	Theater (50)	These instructions will not save and data will	
Fri Oct 25 2019	10:00 am - 11:00 am		<input checked="" type="checkbox"/>	Theater (50)	These instructions will not save and data will	

This event and any location/resource reservations will remain unconfirmed and in the tentative state until reviewed by the scheduling office. The registrar's course reservations will take priority over all other events including this event.

I agree

After Saving This Event...

- Go To Event Details
- Create Another Related Event
- Create A Related Copy of This Event

Cancel Preview Save

- j. Additional Questions – these questions will determine if additional approval will be required from either Event Services or the Office of Student Involvement. These questions must be answered before the event can be saved.

Additional Questions

- What department or organization is this request for?
- Is this on behalf of a student organization? No Yes
- Is this event a course-related activity, department meeting, an orientation or room maintenance? No Yes
- Will the event audience include anyone outside of UMSL Faculty, Staff, or Students such as a VIP speaker(s)/guest(s)? No Yes

- k. Please read the terms and then click in the **I Agree** check box under the Terms and Conditions. If you do not select the “I agree” option, you will not have the option to save.

Terms and Conditions - Required

This event and any location/resource reservations will remain unconfirmed and in the tentative state until reviewed by the scheduling office. The registrar's course reservations will take priority over all other events including this event.

k. I agree

After Saving This Event...

- Go To Event Details
- Create Another Related Event
- Create A Related Copy of This Event

Cancel Preview **Save**


l.

- l. You can now click **SAVE**. This will officially request your event and send it the Registrar’s Office for approval. Please make note of the Event Reference number listed in the Event Status box on the top left of the page. This is the reference number you will need if you need to edit or cancel your event. You will receive an email confirming that your request was successfully submitted. Please print that email confirmation and take it with you on the day of your event. In the event of a conflict, this will serve as proof that you have the room booked.
3. The Registrar’s Office will review room reservation requests and will contact you if there are any issues with the date or room you have requested. Please allow 24-48 hours to process your requests.

3.0 Canceling or Editing an Event After Saving


Once you save an event, only the Registrar’s Office can edit or cancel the event. Please email 25Live@umsl.edu if you need to cancel or make changes to an event you have saved. When doing so, please include the reference number of your event so it can be easily located.

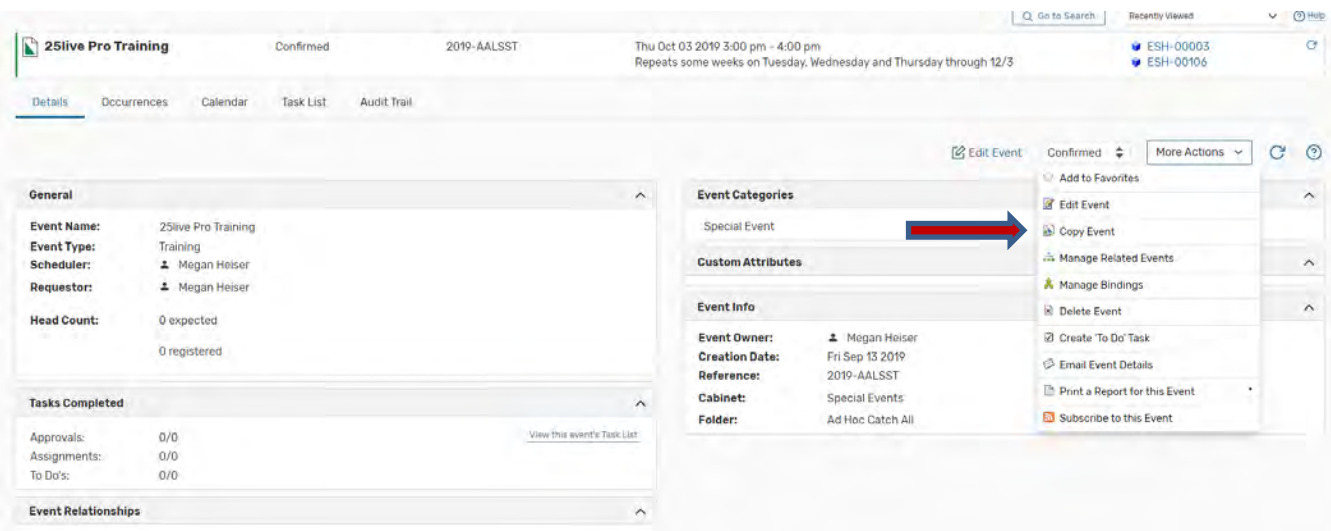
4.0 25Live Tips

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 More Actions menu and select the “Create an Event in this Location” option. You can also use the More 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. At any time when you’re logged in you can click the pencil icon for a starred location to start creating an event for that location. You can also now utilize the Back button to back and forth between screens.


4.1 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).

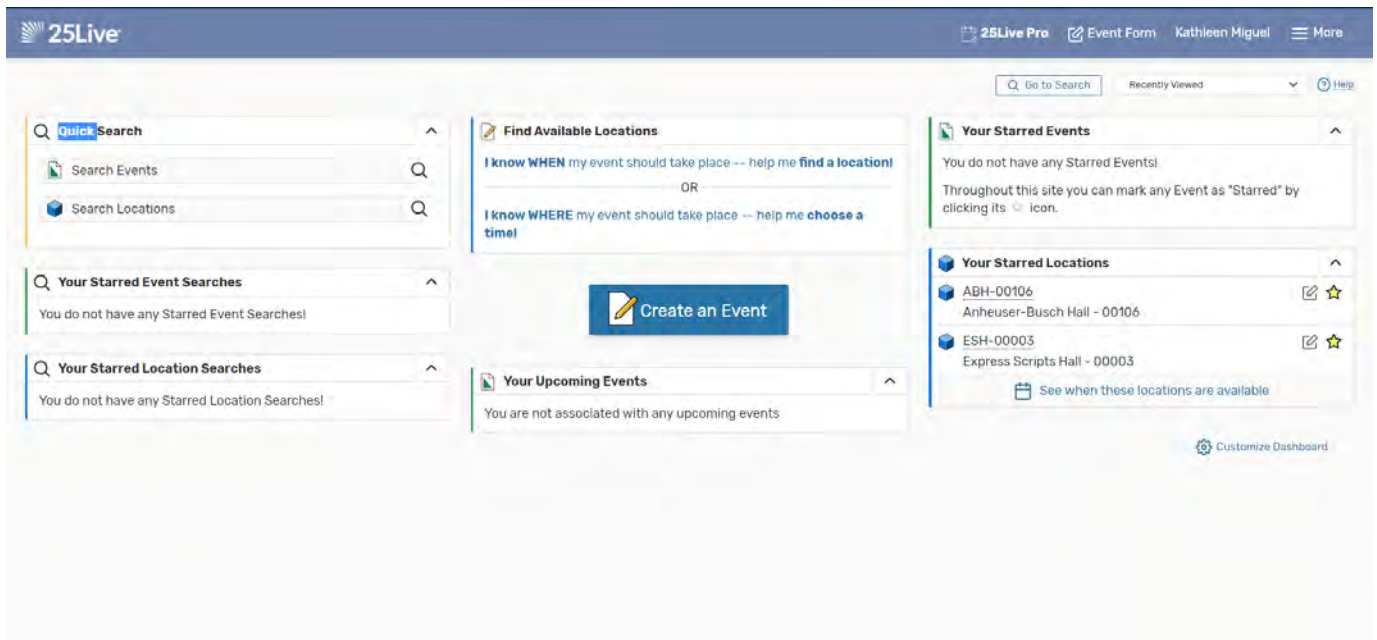
You can **copy**  an event from the summary page that is displayed when you save your event, or when you are viewing the event after a search you can select the More Actions menu and then select Copy this Event option.




4.2 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.**

The dashboard below shows two starred locations. Having these locations starred allows for 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.



The screenshot displays the 25Live dashboard interface. At the top, the 25Live logo is on the left, and user information (25Live Pro, Event Form, Kathleen Miguel, More) is on the right. A search bar and 'Recently Viewed' dropdown are also present. The main content area is divided into several sections:

- Quick Search:** Includes 'Search Events' and 'Search Locations' buttons.
- Find Available Locations:** Offers two search paths: 'I know WHEN my event should take place -- help me find a location!' and 'I know WHERE my event should take place -- help me choose a time!'. A central 'Create an Event' button is also visible.
- Your Starred Events:** Currently empty, with a message: 'You do not have any Starred Events! Throughout this site you can mark any Event as "Starred" by clicking its  icon.'
- Your Starred Locations:** Lists two starred locations:
 - ABH-00106: Anheuser-Busch Hall - 00106
 - ESH-00003: Express Scripts Hall - 00003
 Each location has a pencil icon for editing and a star icon for starring. A 'See when these locations are available' link is provided at the bottom of this section.
- Your Starred Event Searches:** Empty, with the message: 'You do not have any Starred Event Searches!'
- Your Starred Location Searches:** Empty, with the message: 'You do not have any Starred Location Searches!'
- Your Upcoming Events:** Empty, with the message: 'You are not associated with any upcoming events'

A 'Customize Dashboard' link is located at the bottom right of the dashboard.