## Event Scheduling at WVU through 25Live at <a href="https://25live.collegenet.com/wvu">https://25live.collegenet.com/wvu</a>

25Live can be used to request spaces a variety of spaces on campus. Students can only request general purpose classrooms through a WVU Faculty or Staff member.

Not for use in requesting classrooms for Credited Courses.

## SUPPORTED BROWSERS

*Mozilla Firefox* and *Google Chrome* are the recommended browsers for accessing 25Live. Users are strongly discouraged from using Internet Explorer.

## How to Request an Event through the Event Shortcut – I Know WHERE My Event Should Take Place – Help Me Choose a Time!

1. To access 25Live: https://25live.collegenet.com/wvu



2. Click "Sign In" to begin the process of requesting space through 25Live. You will need to sign in with your My ID username and password.

CollegeNET, Inc. (US)   https://25live.collegenet.com/wwu/#home_my25live[0]		▶ ☆ 自 🕹 🎓 🗏
WestVirginiaUniversity.	Sign In • Today i	s Wed Dec 10 2014 🛛 🕜 Help
Image: Mome     Events     Image: Locations     A Resources     Companizations		

1	🔒 Sign In	$\times$
	Username: demo	
	Password:	
	Sign In	
	Please sign in using your MyID and password. If you have issues logging in and ha your MyID and password are correct, please contact scheduling@mail.wv	ave verified that vu.edu
	Go Glassrooms - Clark	

## 3. Locate "Find Available Options" on the middle of the front page.

A https://25live.collegenet.com/wvu/#home_my25live[0]	▼ (	₩ <b>◎!</b> = Yahoo:	▶ ☆ 自 ♣ 斋 ☰
₩estVirginiaUniversity.	Welcome, <b>Demo Use</b>	r • Preferences • Sign Out • Today is	s Wed Dec 10 2014 🛛 🕜 Help
Mome 🖉 Event Wizard 🗈 Events 😻 Locations 🤔	Organizations		
Welcome to WVU's scheduling environment.			Dashboard Calendar
P Quick Search @	Find Available Locations	👙 Customize Dashboard	🕜 Help
Search Events Go	I know WHEN my event should take place help me find a location! OR Uknow WHERE =- event should take place a time!	Recently Viewed	
Search Locations Go	Create an Event	Your Starred Locations You do not have any Starred Locations! Throughout this site you can mark any Loc Victor.	cation as "Starred" by clicking its
<i>V</i> Your Starred Event Searches			
Your Starred Location Searches     O     You do not have any Starred Location Searches!	Your Events No Events in which you are the Scheduler  A Events in which you are the Requestor		
	S Your Event Drafts		
	🎬 Icon Legend 🛛 🔛 Feedback 🛛 🦞 Help Tips: Disable 🛛 👭 Text Size: 🕀 🗄		

4. Select the second option "I know WHERE my event should take place – help me choose a time!"

Find Available Locations	
I know WHEN my event should take place help me find a location!	
 I know WHERE my event should take place help me choose a time!	
	<b>N</b>

5. Enter the as much of the location name as you know and click "Go". It will then prompt you to select your exact location in a drop down. If you don't know the exact location, you can use a more advanced search.





6. You can search for availability a week at a time. You can take the default week given or click on it to adjust the calendar. Hit "Select Date Range" after you have determined the appropriate date range.





7. Click "Show me this Location's Availability", which will bring you to a WebViewer-like view of the space.

¥٧	Welcome, Demo User • Preferences • Sign Out • Today is Wed Dec 10 2014 😢 He																	
Sear	Image: Search For Locations       Image: Search For Locations       AGS-E 1001         AGS-E 1001 (Agricultural Sciences Building 1001)																	
						Details	List	Availabi	lity (Daily)	Availa	ability (We	ekly)	Calendar					
			D	ates: ◀ M	lon Jan 12 20	15 — Sun Jan	18 2015 )	Weekda	ys: All Days 💌	Same-Da	y Event \	/iew: Over	lapping 💌	Actions	5 • 🕜 Re	efresh Wł	nat is this vie	ew? 🕜 陷
[	Date	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
<b></b>	Mon Jan 12 2015		ANNU 26	ANPH 30			MAE 243	RESM 440	ENVP 425 C02	XU. 1/35								
2	Tue Jan 13 2015			PLS	SC 206 001	CHE 325 0	01 LAR	C 212 001	VETS 293 001	HN&F 1	71 007							
<b></b>	Wed Jan 14 2015		ANNU 26	ANPH 30			MAE 243	RESM 440	FMAN 222 002	10353								
Ø	Thu Jan 15 2015			PLS	5C 206 001	CHE 325 0	01 LAR	C 212 001	A&VS 150 001	HN&F 1	71 007			Pre-Vet C	lub Meeting			
<b></b>	Fri Jan 16 2015		ANNU 26	ANPH 30	ANPR 344	001 MMP 1	MAE 243		ARE/796/001) X	LX1514								
2	Sat Jan 17 2015																	
<b></b>	Sun Jan 18 2015																	

- Any areas that are white and don't have a box/text in them are available to schedule. Click on a day/time that is available and it will take you to the "Event Creation and Editing" tab.
- 9. Enter an Event Name (required) and put a more descriptive Event Title if desired. The Event Name and Event Title will display on published calendars. Avoid acronyms and name the event in a way that will be understandable to others.

Home Zevent Wizard Events	Jocations Organizations	
Untitled #3 FPS Conference New Event		
FPS Conference Facilities Planning and Scheduling		Start by entering the basic event information. 🔅 🔅 🖬 🗋 🥝 🔀
Event Type Primary Organization for this Event	_	Event Name FPS Conference
Mon Jan 12 2015 10:00 am - Mon Jan 12 2015 11:00 am 💡 AGS-E 1001		Event Title
	-	Facilities Planning and Scheduling Conference
		Search for an Event Type  * Note: Changing the Event Type may update selections  - Usuble Althoutes
		Creation Type is required.  Categories  Constant Roles  Const
		Search for an Organization * * • Publish to Calendar
	■ Ba	Next ►
		🛛 Cancel 📑 Save

10. Select an Event Type (required) that most closely describes your event.

	macion
vent Name	
FPS Conference	1
vent Title	
Facilities Planning and Scheduling Conference	ence
Conference	* ¥
	-
Con	٩
Con Con Con Conference	Q,
Con Con Conference Continuing Education Class	۹ *
Con Con Conference Continuing Education Class Performance - Concert	۹ *
Con     Conference       Continuing Education Class       Performance - Concert	<u>م</u> *

 Select a Primary Organization for this Event (required) that will sponsor the event. You can search by organization name or use organization types. Do not use the categories option.

Even	t Name		
FP	S Conference		1
Even	t Title		
Fa	cilities Planning and Schedulin	g Conferenc	е
Co Prim	onference ary Organization for this	☆ Event	• 🗸
Cc Prim	onference ary Organization for this earch for an Organization	☆ Event	• V
Cc Prim Se FA	ary Organization for this earch for an Organization c	☆ Event	• <b>*</b>
Cc Prim Se FA	onference ary Organization for this earch for an Organization c <u>CILITIES PLANNING AND SCHEDULING</u>	S Event	• * • *
Cc Prim FA FA	ary Organization for this earch for an Organization c <u>C</u> ILITIES PLANNING AND SCHEDULING EST VP FACILITIES	frent	• * •
Cc Prim FA FA AS AT	ary Organization for this earch for an Organization c <u>CILITIES PLANNING AND SCHEDULING</u> ST VP <u>FACILITIES</u> HLETIC <u>FACILITIES</u>	☆ Event	• * •
Cc FA FA AS AT EA	ary Organization for this earch for an Organization c <u>c</u> ilities PLANNING AND SCHEDULING EST VP FACILITIES HLETIC FACILITIES CILITIES AND SERVICES	G Event	• * •

12. Hit the "Next" button to go on to the second page of the request form.

< Back			Next ►
	Cancel	Save	

13. Enter an Expected Head Count (required) and hit "Next" Button.

	Enter	additional basic	event informatio	n.
		Expected He	ead Count	
	-	15	0	
<ul> <li>Bac</li> </ul>	k			Next ►
		Cancel	<b>Save</b>	

14. Select "No" if you are requesting this room for a single day event. (For multiple occurrences, please refer to the other instruction – With Multiple Days)

	N -
-	
	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 noc repeats, and they are all part of the same event.
ack	

15. The Event Date and Time will prepopulate from the "Choose a Time" quick start option. You Should NOT need enter pre-event/setup or post-event/takedown

additional time if necessary. This may impact the availability of a room requested. Stick with the start and end time of your event only. Double check Event and hit "Next" button.

Untitled #2 FPS Conference New Event		
FPS Conference Facilities Planning and Scheduling Conference	Tell us WHEN this event takes place.	* *
Conference FACILITIES PLANNING AND SCHEDULING 15 Attendees Expected Mon Jan 12 2015 10:00 am - Mon Jan 12 2015 11:00 am AGS-E 1001	Select the dates and times of the actual event. Setup, takedown, pre- or post-event times can be specified below. Event Start: Mon Jan 12 2015 10:00 am Event End: Mon Jan 12 2015 11:00 am	Event Duration: 1 Hour
Progress	Does this event require Setup or Pre-Event time? • Yes • No Does this event require Post-Event or Takedown time? • Yes • No	
	■ Back Next ►     Image: Cancel   Image: Save	

16. The Event Location will prepopulate from the "Choose a Time" quick start option.

FPS Conference New Event						
FPS Conference Facilities Planning and Scheduling Conference	Find and select EVENT LOCATIO	DNS.	* * I I V X			
Conference	🕸 Your Starred Locations		You may select more than one location using this search.			
FACILITIES PLANNING AND SCHEDULING		×	HIDE X			
15 Attendees Expected Mon Jan 12 2015 10:00 am -	Search by Location Name		Selected Locations			
Event Repeats			AGS-E 1001			
¥ AGS-E 1001	Show only my authorized locations that have no time conflicts	C Refresh	Agricultural Sciences Building 1001 Max Capacity: 112			
	Enforce head count		Features: AV - Document Camera; AV - DVD; AV - Internet: Ethernet (Instructor); AV - Microphone, Gooseneck (Podium); AV - Microphone, Handheld;			
Progre S	Saved Searches		AV - Microphone, Wireless; AV - Projector; AV - Sound System; Chalk Board; Classroom - General Purpose; Classroom Technology - Ubesign Standard; Computer Instructor Station PC; Ctec Standard; Department Tech Level One; Department Tech Level			
	Advanced Search		Two; Dimmable Lighting; Evansolae Campus; General Purpose Classroom; Hidden Course; iDesign Standard Classroom; Input Panel; Off Grid; One Day Course; Phone; Podium - Standing; Podium - Tabletop; Screen; Seating Tablet Arm Chairs; Table -			
			Instructor Selected Occurrences: All Occurrences			
	■ Back	Next ►	Conflicts: None			
			View and Modify Occurrences			
	Cancel 🖬 Save	e				

- 17. Enter the following custom attributes of the individual that will be using the requested space (if different than the individual filling out the request form)
  - a. Contact Email Address
    - b. Contact Name
  - c. Contact Phone Number

	Select EVENT CUSTOM ATTRIBUTES for this event.	
	Contact Email Address Meredith.Morris@mail.wvu.edu	
	Contact Name Meredith Morris	
<b></b>	Contact Phone Number	
	Enter up to 80 alphanumeric characters.	
■ Bac	k	ext
	⊠ Cancel Save	

18. Enter any Event Comments if necessary. Information entered here will be viewed by the space manager only when looking over the request and hit the "Next" button to go to the terms of Use Policy page.

	Add additional COMMENTS and NOTES for this event.
	Internal Notes
■ Bac	k Next ► ⊠ Cancel Save

19. Review the Terms of Use Policy and click "I Agree" to continue with your assignment.

All individuals	and groups using University space are expected to
adhere to the	laws of the State of West Virginia, all local and federal
laws, general	policies, regulations, and guidelines of West Virginia
University. The	e requestor is expected to leave the space in the same
condition it was	as found. Requestors and/or organizations utilizing the
space will be h	held responsible for any damages.
University. The	e requestor is expected to leave the space in the same
condition it was	as found. Requestors and/or organizations utilizing the
space will be h	field responsible for any damages.

20. Hit the "Next" button to go on to the final page of the request form.

Back			Next ►
	🛛 Cancel	🖬 Save	

21. Select "Tentative" as your Event State (required). Please note that this request is considered tentative until you receive an email confirmation from the appropriate scheduler.

	Verify or change the EVENT STATE.
-,	<b>Tentative</b> The event is scheduled, but is awaiting Confirmation from its Scheduler.
	Cancelled This event has been cancelled, and all Location and Resource reservations will marked as cancelled.

22. Click "Save" Button to submit your request.



23. If there are no errors in your event form or event request, you will receive a screen that lets you know that your event has been successfully saved. Please remember that this is only a request and is not confirmed until you receive an email confirmation from the appropriate scheduler. To access the Reference Number, click "View Details" Button.

Home Sevent Wizard Events	Corganizations	
FPS Conference New Event		
FPS Conference Facilities Planning and Scheduling Conference	This request has been submitted. All requests are considered tentative and are not confirmed until you receive an email confirmation from the appropriate scheduling office.	ose 🔀
Conference FACILITIES PLANNING AND SCHEDULING 15 Attendees Expected	Here's Some Information About Your Event Coation Requests Pending Approval Location N365: E007 requested for an 22 2013 10:00 AM.	
Mon Jan 12 2015 11:00 am - Mon Jan 12 2015 11:00 am Contact Name; Contact Phone Number; Contact Email Address Tentative	What's Next?     More Event Options       View Details     few the Event Details page for this event. The full range of scions are available to you from there.     Image Relationships     Image Relationships     Create "To Do"       Edit     Need to make some more edits to this event? Click this button to start edition.     Image Relationships     Image Relationships     Image Relationships       Email     Email to details of this event to its stakeholders or anyone eige.     Image Relationships     Image Relationships	
	Event Preferences The following locations were requested for this event:  AGS-E 1001 Remove Preferences	
	Event Tasks 1 Active Assignment Task	

24. You can find the reference number under Event Details on left.

r Events Pre-	Defined Event Searches FPS Conference					
FPS Cor	nference		De	atails Calendar	Audit Trail	
			📝 Edit this E	Event State: Tentation	ve 🔹 🎯 More A	ctions • 🕜 Re
	Event Details		E	vent Preferences		
vent Name:	FPS Conference		The following location pr	references were registered for R	Rsrv_377879:	
vent Title:	Facilities Planning and Scheduling Conference		🗑 AGS	S-E 1001 Remove preferen	nces	
vent Type:	Conference					
eference:	2014-AAKAXP		Event Occurrences			
dien UID:	Terret	Start Date	Start Time	End Date	End Time	Assignments
ate		Mon Jan 12 2015	10:00am	Mon Jan 12 2015	11:00am	Ŵ
abinet:	2015 SPECIAL EVENTS					
beduler:	2013 SPECIAL EVENTS					
equestor:						
lead Count:	15 expected					
		-				
ontact Email Address:	Meredith Morris@mail.uou.edu					
Contact Name:	Meredith Morris					
Contact Phone Number:	3042932857					
	The Development 2014	-				
reation Date:	Inu Dec 11 2014					
internal Notes:						
COMMENT COMMENT COMMI	ENT COMMENT					

25. You will also receive an email letting you know that your event has been requested. Again, this is not confirmed until you receive an email confirmation from the appropriate scheduler.

Requests for event spaces are processed in date order received only. Please allow at least 2 business days for requests to be processed.

All requests are considered tentative and are not confirmed until you receive an email confirmation from the appropriate scheduling office.

Space availability is subject to change.

Questions? Contact <a href="mailto:scheduling@mail.wvu.edu">scheduling@mail.wvu.edu</a>