

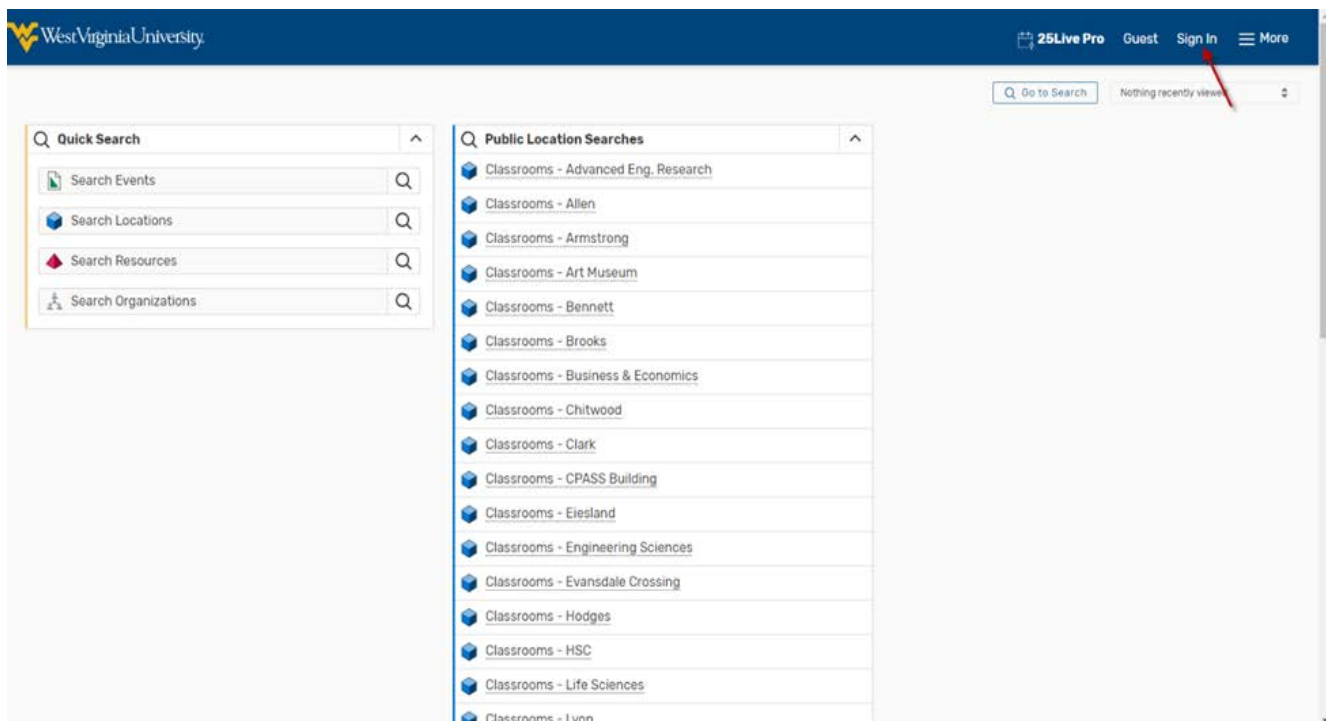
Event Scheduling at WVU through 25Live at
<https://25live.collegenet.com/pro/wvu>

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.

How to Request an Event through the Event Creation and Editing Tab

1. To access 25Live: <https://25live.collegenet.com/pro/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. If you are having problems logging in, please follow the tutorial in the Written Instructions



Sign In

Please sign in using your WVU Login username and password. If you have issues logging in and have verified that your WVU Login username and password are correct, please contact scheduling@mail.wvu.edu

Username

Password

[Cancel](#) [Sign In](#)

3. Click "Create an Event" on the middle of the front page.

The screenshot shows the West Virginia University 25Live Pro interface. The top navigation bar includes the WVU logo, "25Live Pro", "Create an Event", "Demo User", and "More". A search bar is located in the top right. The main content area is divided into several sections:

- Quick Search:** Search Events, Search Locations, Search Resources, Search Organizations.
- Your Starred Event Searches:** OBGYN Conference Rooms.
- Your Starred Location Searches:** 7th floor, av rooms, av rooms test, Classrooms - HSC, hsc av test, HSC Comp Labs, hsc conference room, HSC WV May 19th.
- 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!
- Create an Event:** A blue button with a pencil icon, circled in red.
- Your Upcoming Events:** 2 Events in which you are the Requestor.
- Your Event Drafts:** No Event Drafts in which you are the Scheduler, No Event Drafts in which you are the Requestor.
- Your Starred Events:** A list of starred locations including BMRF-H 101, CAR-B 106, HSN-H 1106, HSN-H 1901, HSN-H 2116, HSS-H 7601, and STA-D 47.
- Your Starred Resources:** You do not have any Starred Resources!

4. The "Event Wizard" tab will load.

5. 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.

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

Start by entering the basic event information.

Event Name
*
This field is required.

Event Title

Event Type
Selected Type ^ *
Academic Ad-hoc ☆
Break Out Session ☆ *
Camp ☆
Clinic ☆
Club Activity ☆
Conference ☆

7. Select a Primary Organization (required) that will sponsor the event. You can type an organization name or "Browse" to search the organization name by index

Start by entering the basic event information.

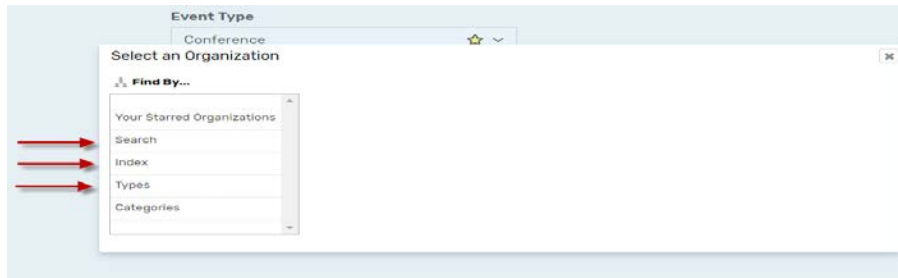
Event Name
✓ FPS Conference

Event Title
Facilities Planning and Scheduling Confere

Event Type
Conference ☆

Primary Organization for this Event
FACILITIES PLANNING AND SCHEDUL... x ✓
Q
ACADEMIC AFFAIRS, HONORS PROGRAM ☆
ARTS AND SCIENCES, EBERLY COLLEGE OF ☆
ASST VP FACILITIES ☆
CREATIVE ARTS, COLLEGE OF ☆
EDUCATION AND HUMAN SERVICES, COLLEGE OF ☆
EMERGENCY MEDICINE, DEPARTMENT OF ☆
ENGLISH, DEPARTMENT OF ☆
FACILITIES AND SERVICES ☆
FACILITIES MANAGEMENT ☆
FACILITIES PLANNING AND SCHEDULING ☆
HISTORY DEPT OF ☆

8. This is what you see if you click on Browse. Do not use the categories option.



9. Hit the “Next” button to go on to the second page of the request form.

Start by entering the basic event information.

Event Name
✓ FPS Conference

Event Title
Facilities Planning and Scheduling Confere

Event Type
Conference ☆

Primary Organization for this Event
FACILITIES PLANNING AND SCHEDULI... X ✓

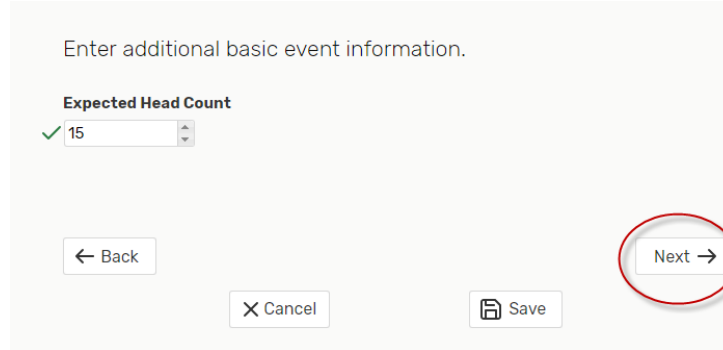
← Back

Next →

X Cancel

Save

10. Enter an Expected Head Count (required) and hit “Next” Button.



Enter additional basic event information.

Expected Head Count

✓ 15

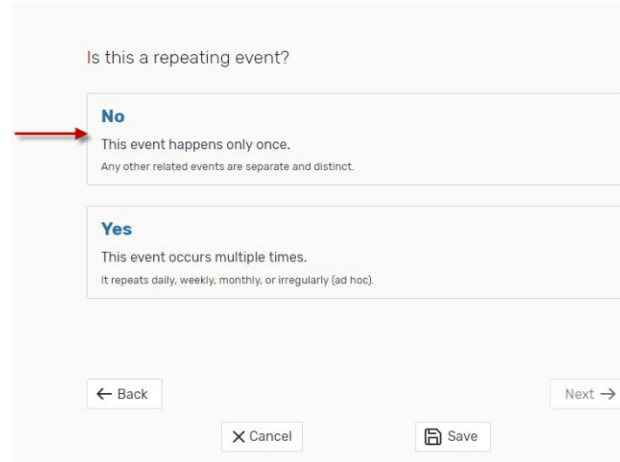
← Back

Next →

× Cancel

Save

11. Select “No” if you are requesting this room for a single day event. (For multiple occurrences, please refer to the other instruction – With MultipleDays)



Is this a repeating event?

No
This event happens only once.
Any other related events are separate and distinct.

Yes
This event occurs multiple times.
It repeats daily, weekly, monthly, or irregularly (ad hoc).

← Back

Next →

× Cancel


Save

12. Enter the Event Date and Time (required). You are only able to request events with at least a 48-hour notice. In most cases, you **should not** need enter pre-event/setup or post-event/takedown additional time if necessary. Factor in this time with the start and end time of your event. Then hit “Next” button to go to the location page.

Tell us when this event takes place.

Select the dates and times of the **actual event**.

Event Start:

Wed Feb 13 2019  ←

1:00 pm ←

Event End:

Wed Feb 13 2019 ←

2:00 pm ←

The event begins and ends on the **same day**.

Additional Time


Does this event require additional time before the event? Yes No

Does this event require additional time after the event? Yes No

← Back Next →

13. Enter the Event Location (required) you desire. You may search for a location by name, features, capacities, or using your searches. A green checkmark means it is available during your date and time. A red triangle with an exclamation point in it means it is not available. All search options are shown below:

- a. **Search by Location Name:** You can type in all or part of a building code or building name. You can check “Show only my authorized locations that have no time conflicts” box to exclude the unavailable rooms.

Find and select event locations. 

★ Your Starred Locations... v

🔍 Search by Location Name... ^

esb

ESB-E 1002 Engineering Sciences Building 1002 Max Capacity: 17	✓
ESB-E 164 Engineering Sciences Building 164 Max Capacity: 22	✓
ESB-E 211 Engineering Sciences Building 211 Max Capacity: 42	✓

Show only my authorized locations that have no time conflicts Refresh

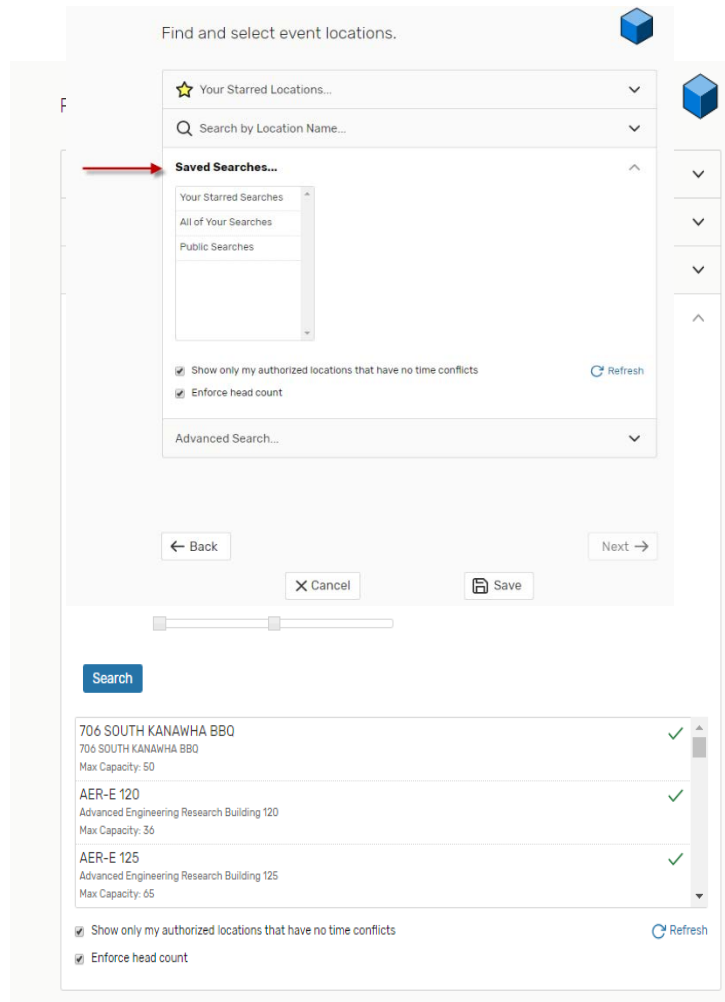
Enforce head count

Saved Searches... v

Advanced Search... v

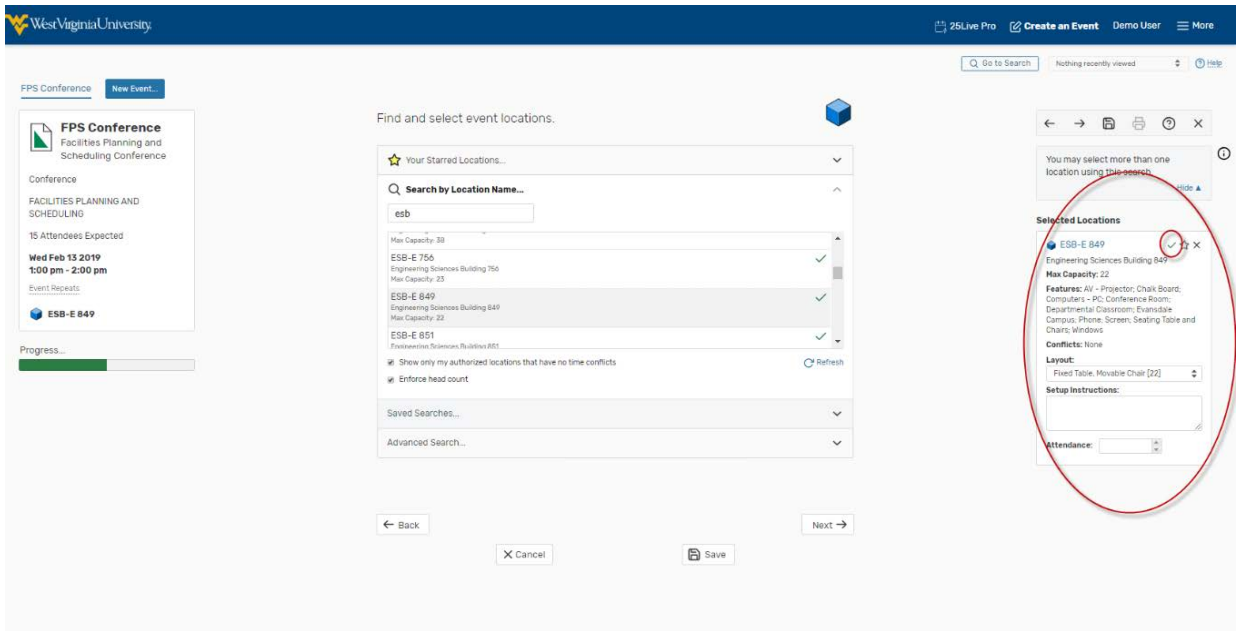
← Back Next →

- b. **Saved Searches:** You can click on this option and pick one of your saved searches. There are some public searches in this option that might be helpful such as General Purpose Classrooms.

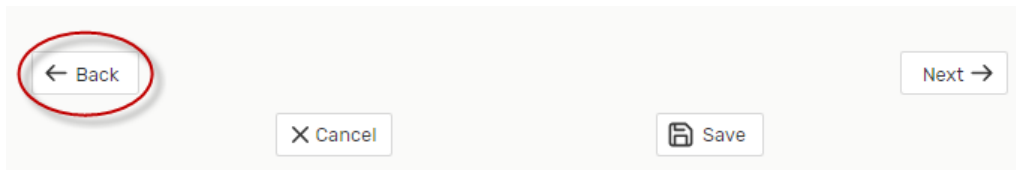


- c. **Advanced Search:** You can search by Features, Categories, Layouts or Capacity.

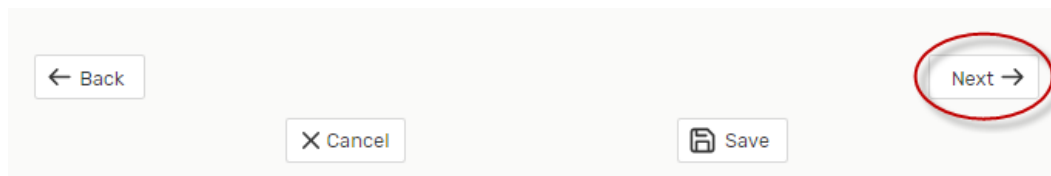
After finding the preferred room, click on that to select the room. You may search and request more than one location for your event with the same date and time by searching and selecting additional spaces. You may reserve a location that is smaller than your expected head count if you are reserving multiple spaces.



14. If you need to switch the date/time of the request to find the space you want, select the “Back”. This will bring you back to the page of the event request and you can adjust the date/time there.



15. Then hit “Next” Button to go to the contact information page and hit “Next” Button.



16. 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)–

- Contact Email
- Address Contact
- NameContact
- Phone Number

17. Skip the Find and Select Resources screen

Find and select resources.

Your Starred Resources...

Search by Resource Name...

Search

No Matching Results

Refresh

Saved Searches...

Advanced Search...

Back

Cancel

Save

Next

18 Enter any Event Comments if necessary. Information entered here will be viewed by the space manager only when looking over the request. Then Click on “Next” button.

Select event custom attributes for this event.

Contact Email Address
jeveryman@mail.wvu.edu

Contact Name
John Everyman

Contact Phone Number
304-555-5555

Back

Cancel

Save

Next

19 Review the Terms of Use Policy and click “I Agree” to continue with your assignment. Hit “Next” to go to the final page of room request.

Terms of use policy

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 requestor is expected to leave the space in the same condition it was found. Requestors and/or organizations utilizing the space will be held responsible for any damages.

* I agree

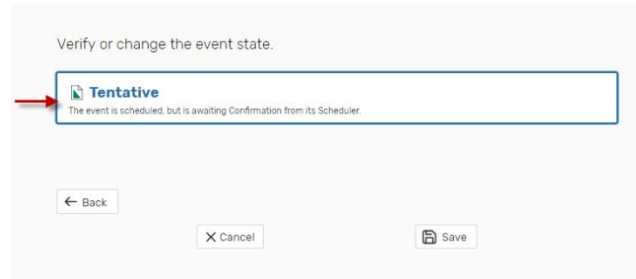
Back

Cancel

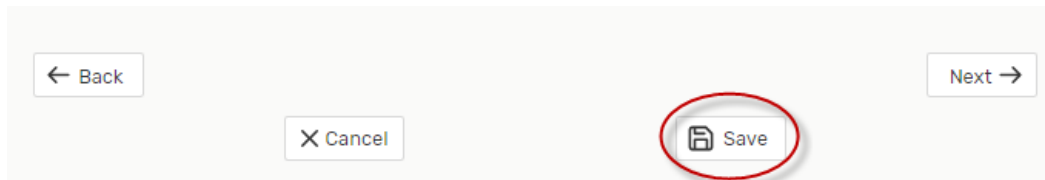
Save

Next

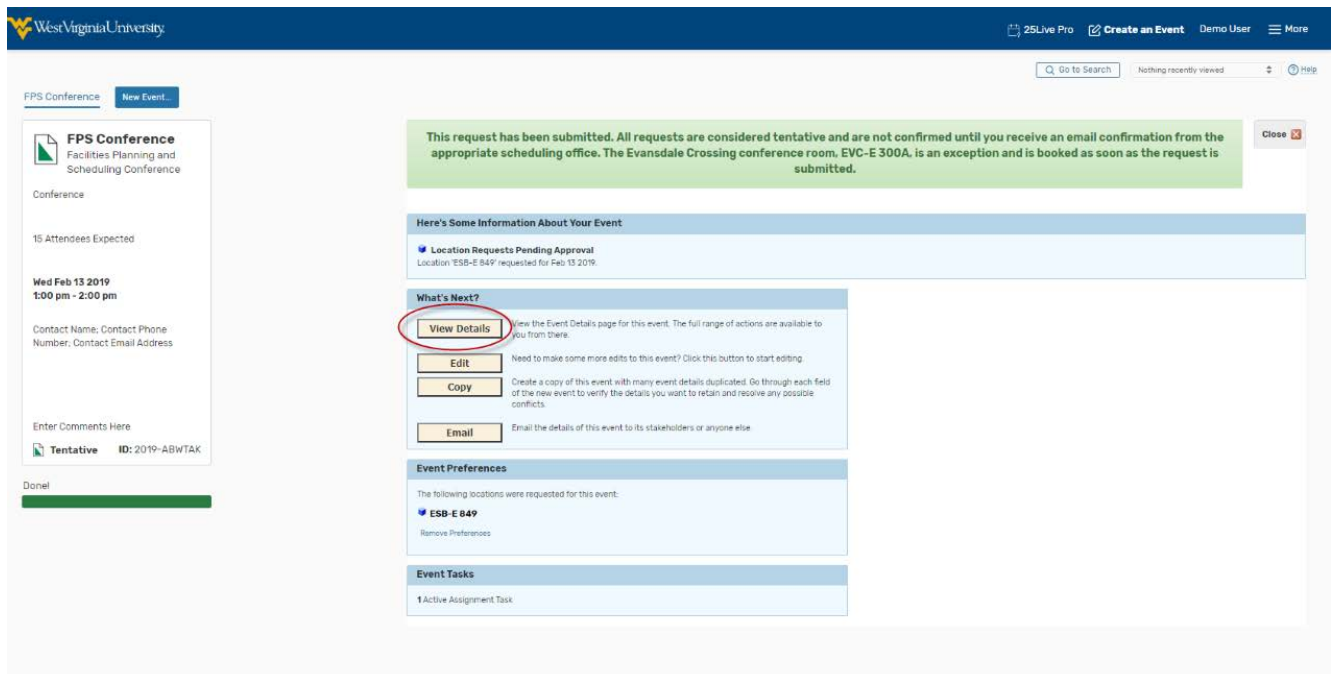
20. Select “Tentative” as your Event State (required). Please note that this request is considered tentative until you receive an email confirmation from the appropriate scheduler.



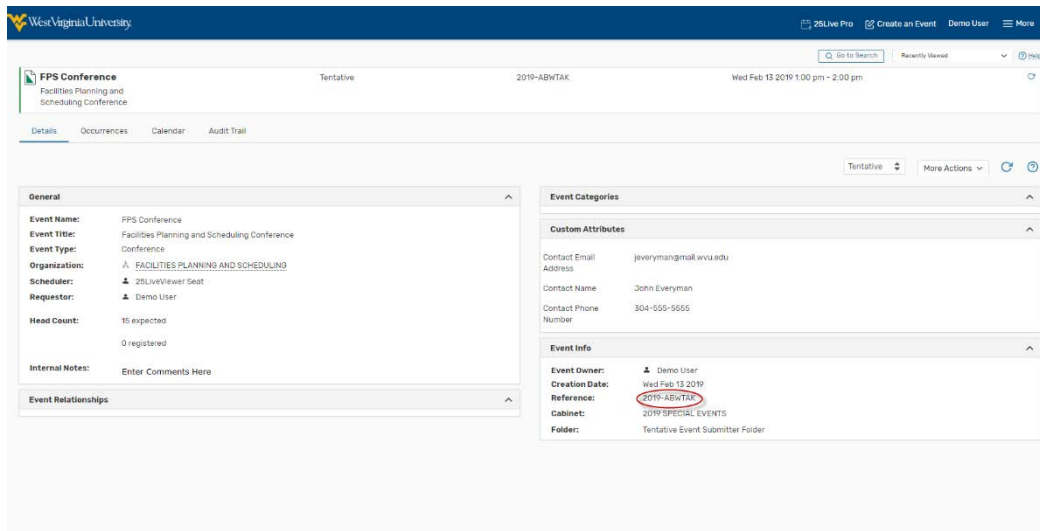
Hit “Save” Button to submit your requests



21. 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 your event “Reference Number”, Click on “View Details” Button.



22. You can find the reference number under Event Details on left for your future reference.



23. 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 space assignments are not confirmed until you receive an email confirmation from the appropriate scheduling office.

Space availability is subject to change.

Questions? Contact scheduling@mail.wvu.edu