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

 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

WestVirginiaUniversity.			📥 25Live Pro Guest Sign In 🗮 More
			Q. Go to Search Nothing recently viewed
Q Quick Search	^	Q Public Location Searches	
Search Events	Q	Classrooms - Advanced Eng, Research	
Search Locations	Q	Classrooms - Allen	
		Classrooms - Armstrong	
Search Resources	Q	📦 Classrooms - Art Museum	
$\frac{4}{d^2 a}$ Search Organizations	Q	Classrooms - Bennett	
		Classrooms - Brooks	
		Classrooms - Business & Economics	
		Classrooms - Chitwood	
		Classrooms - Clark	
		Classrooms - CPASS Building	
		Classrooms - Eiesland	
		Classrooms - Engineering Sciences	
		Classrooms - Evansdale Crossing	
		Classrooms - Hodges	
		Classrooms - HSC	
		Classrooms - Life Sciences	
		Glassrooms - Lyon	

Sign In		×
Please sign in using your WVU Login us have verified that your WVU Login sche		00 0
Username	demo	
Password]
	[Cancel Sign In

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

			Q Go to Search Nothing recently viewed 💠 🤶
Q Quick Search	^	Find Available Locations	Your Starred Events
Search Events	Q	I know WHEN my event should take place help me find a location!	Your Starred Locations
Search Locations	Q	OR	BMRF-H 101
Search Resources	Q	I know WHERE my event should take place help me choose a time!	CAR-B 106 Carter Hall 106
🛓 Search Organizations	Q	Create an Event	HSN-H 1106 Health Sciences North 1106
Your Starred Event Searches OBGYN Conference Rooms	^ ☆		HSN-H 1901 Health Sciences North 1901 (Fukushima Auditorium)
	-	Your Upcoming Events	
2 Your Starred Location Searches	^	2 Events in which you are the Requestor	Health Sciences North 2116
7th floor			♦ HSS-H 7601
av rooms		Your Event Drafts	
av rooms test	\$	No Event Drafts in which you are the Scheduler	STA-D 47 Stansbury Hall 47
Classrooms - HSC	\$	No Event Drafts in which you are the Requestor	See when these locations are available
hsc av test	☆		Your Starred Resources
HSC Comp Labs	☆		
hsc conference room	☆		You do not have any Starred Resources! Throughout this site you can mark any Resource as "Starred" b
HSC WV May 19th	☆		clicking its 🔄 icon.

🔆 West Vuginia University.	f	렆 25Live Pro	🕜 Create an Event	Demo User 😑 More
West Virginia University.	Start by entering the basic event information.		to Search Nothing recently	
	Search for an Organization ✓ * ← Back Next → ★ Cancel Save			

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.

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₩WestVirginiaUniverŝity.		🕂 25Live Pro	🕜 Create an Event	Demo User	≡ More
West Virginia University. Unitided #1 Image: Second state of the s	Start by entering the basic event information. Event Name	Q, 60 tr	o Search Nothing recen		♦ ⑦ Help
	★ Cancel				

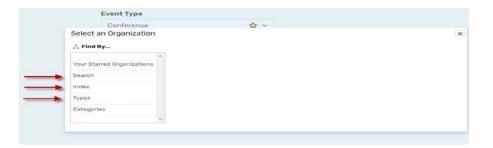
6. Select an Event Type (required) that most closely describes your event.

Event Name		
This field is required.		
Event Title		
		/
Event Type	*	
Selected Type	^ *	
Academic Ad-hoc	☆ ^	
Break Out Session	☆ *	
Camp	☆	
Clinic	☆	
Club Activity	×	

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

Event Name		
EPS Conference		
TF3 contenence		
Event Title		
Facilities Planning and Scheduling C	onfere	
Event Type		
Conference	☆ ~	
FACILITIES PLANNING AND SCHEDULI.	× ~	~
	~ ~	
Q		
ACADEMIC AFFAIRS, HONORS PROGRAM		•
ARTS AND SCIENCES, EBERLY COLLEGE		
ASST VP FACILITIES		
CREATIVE ARTS, COLLEGE OF	☆	
EDUCATION AND HUMAN SERVICES, COL OF	LEGE	
EMERGENCY MEDICINE, DEPARTMENT OF	☆	
ENGLISH, DEPARTMENT OF	☆	
	☆	
FACILITIES AND SERVICES		
FACILITIES AND SERVICES FACILITIES MANAGEMENT		

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 enterin	g the basic ev	ent inforn	nation.	
	Event Name				
\checkmark	FPS Conference				
	Event Title				
	Facilities Planning	and Scheduling (Confere		
	Event Type				
	Conference		☆ ~		
	Primary Organizatio	n for this Event			
	FACILITIES PLANNIN	IG AND SCHEDULI.	×		
	← Back	X Cancel		Save	Next >

	Enter add	itional basic eve	nt informatio	on.	
← Back	Expected He	ad Count			
	✓ 15	1			
	- Back				Next -
	Dack				(Next -
X Cancel IEI Save		× Cancel		E Save	

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

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)

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).

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.

	imes of the actual e	vent.		
Event Start:				
Wed Feb 13 2019				
1:00 pm				
Event End:				
Wed Feb 13 2019	•	_		
2:00 pm ┥				
The event begins and e	ends on the same day .			
Additional Time				
Does this event require	e additional time bef	ore the event?	× ° ×	es
Does this event require	e additional time afte	er the event?	🗙 🔍 ч	es
← Back				Nex

- 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.

Your Starred Locations	
Q 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 Enforce head count 	
Saved Searches	
Advanced Search	
Back	

 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 behelpful such as General Purpose Classrooms.

	Your Starred Locations	~
	Q Search by Location Name	~
	Saved Searches	^
	Your Starred Searches	
	All of Your Searches	
	Public Searches	
	Show only my authorized locations that have no time conflicts	C [*] Refresh
	☑ Enforce head count	
	Advanced Search	~
	← Back	Next \rightarrow
	× Cancel	
Search		
70/ 00/171		
706 SOUTH KA	I KANAWHA BBQ	
Max Capacity:	50	
AER-E 120		
Advanced Eng Max Capacity:	jineering Research Building 120 36	
AER-E 125		
	ineering Research Building 125	

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.

Conference New Event.			Q Go to Search Nothing recently viewed \$
FPS Conference Facilities Planning and	Find and select event locations.	(← → → B 0 ×
Scheduling Conference	4 Your Starred Locations	~	You may select more than one
nference CILITIES PLANNING AND	Q Search by Location Name	^	location using the search Hide A
HEDULING Attendees Expected	esb		Selected Locations
Attendees Expected ed Feb 13 2019 00 pm - 2:00 pm	Max Capacity 38 ESB-E 756 Engineering Sciences Building 756	^	ESB-E 849 Engineering Sciences Building 849
ent Repeats	Max Capacity 23 ESB-E 849	~	Max Capacity: 22 Features: AV - Projector; Chalk Board; Computers - PC: Conference Room:
ESB-E 849	Engineering Sciences Building 840 Max Capacity: 22	*	Departmental Classroom; Evansdale Campus; Phone: Screen; Seating Table and
ress	ESB-E 851 Engineering Sciences Building 851	× .	Chairs; Windows Conflicts: None
	 Show only my authorized locations that have no time conflicts Enforce head count 	C ⁴ Refresh	Layout: Fixed Table, Movable Chair [22] Setup Instructions:
	Saved Searches	~	
	Advanced Search	Ý	Attendance:
	← Back × Cancel	Next →	

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.

← Back			$_{\rm Next} \rightarrow$
	× Cancel	🖹 Save	

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

← Back			Next →
	× Cancel	Save	

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

Your Starred Resources	
Q Search by Resource Name	
♦ Search	
No Matching Results	
	C ^r Reft
Saved Searches	
Advanced Search	
- Back	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.

٢	Contact Email Address jeveryman@mail.wvu.edu		_	
¥	Contact Name		_	
	John Everyman	-	-	
•	Contact Phone Number			
	304-555-5555	-	_	

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 lo federal laws, general policies, regulations, and guidelines of West Virginia University. The requestor is expected to leave the state same condition it was found. Requestors and/or organizations utilizing the space will be held responsible for any damage	space in
*	* I agree	
	← Back	lext \rightarrow
	× Cancel	

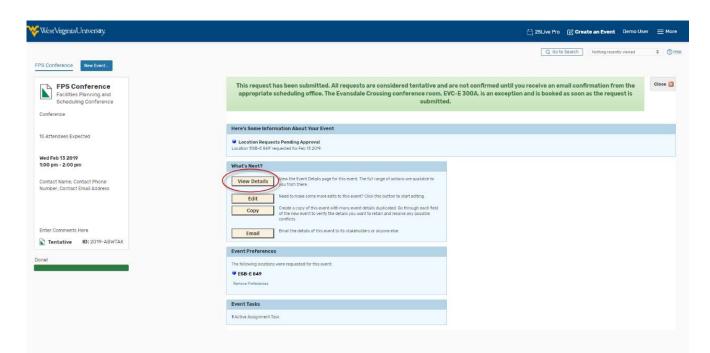
20. Select "Tentative" as your Event State (required). Please note that this request is considered tentative until you receive an email confirmation from the appropriate scheduler.

Tentativ		
The event is schedu	ed, but is awaiting Confirmation from its Sch	eduler.
Back		
Back		

Hit "Save" Button to submit your requests

← Back			Next →
	× Cancel	(🖹 Save)	

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.

			Q. Go to Search Recently Viewed	✓ ③B
PPS Conference Facilities Planning and Scheduling Conference Details Occurrences Calendar Audit Trail	Tentative 20	9-АВЖТАК	Wed Feb 13 2019 1.00 pm - 2.00 pm	
			Tentative 🗘 More Actions	- C (
General	^	Event Categories		~
Event Name: PFS Conference Event TWE: Facilities Planning and Scheduling Conference Event Type: Conference Organization: A FACULTEE PLANEING AND SCHEDULING Scheduler: A 25Unvertiment Statt Requester: A Demolitier Head Count: 15 expected		Custom Attributes Contact Email jeverymangmail.wv Address Contact Name John Everyman Contact Phone 304-655-5655 Number	1.890	2
0 registered Internal Notes: Enter Comments Here Event Relationships	~	Event Info Event Owner: L Demo User Creation Date: Wed Feb 13 2019 Reference: 2019-ABWTAK		^
		Cabinet: 2019 SPECIAL EVI Folder: Tentative Event S		

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