

**Event Scheduling at WVU through 25Live at <https://25live.collegenet.com/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.

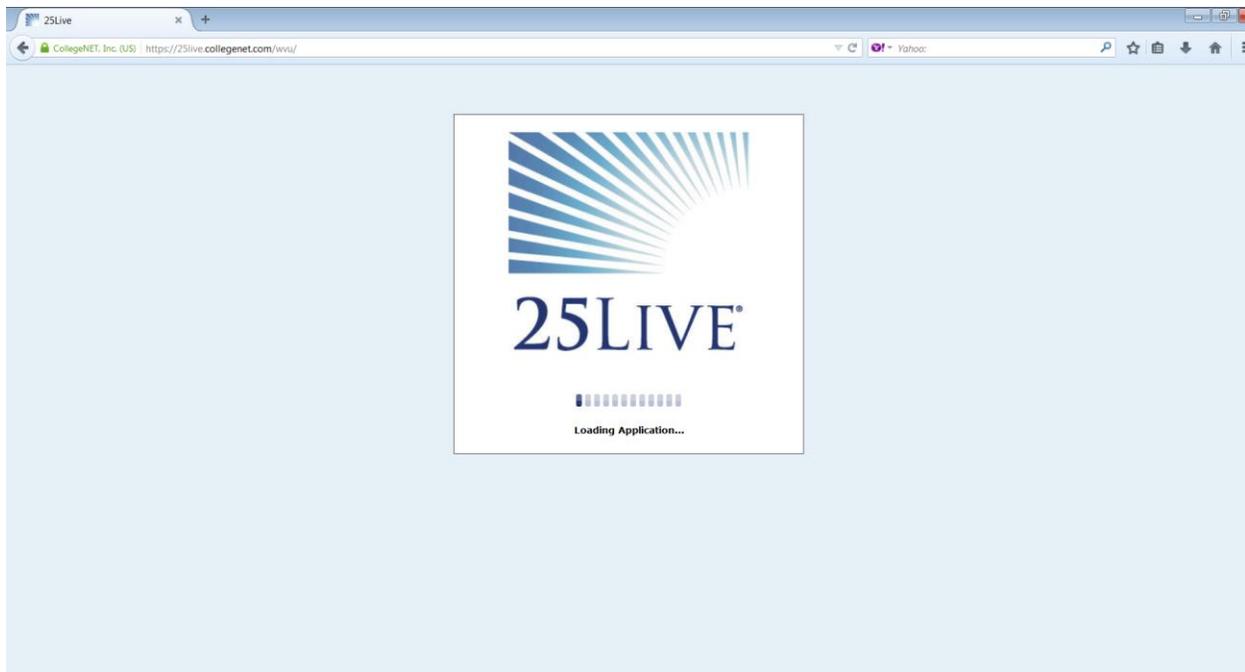
Not for use in requesting classrooms for Credited Courses.

***SUPPORTED BROWSERS***

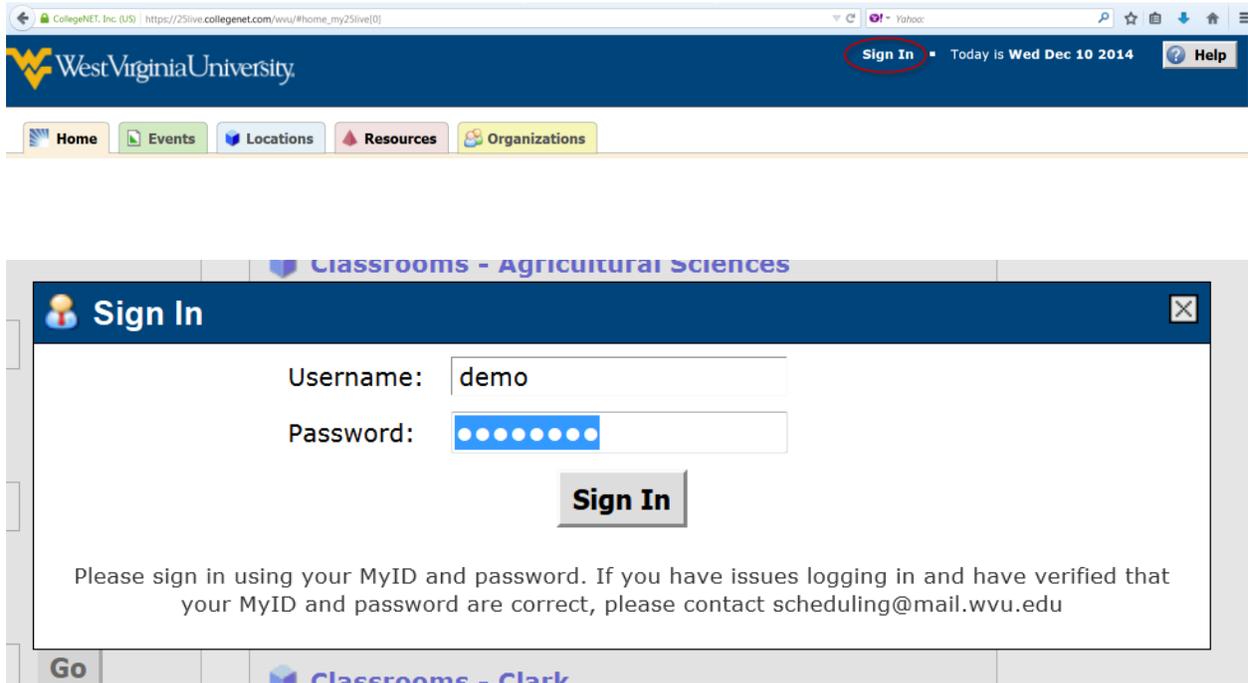
***Mozilla Firefox*** and ***Google Chrome*** are the recommended browsers for accessing 25Live. Users are strongly discouraged from using Internet Explorer.

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

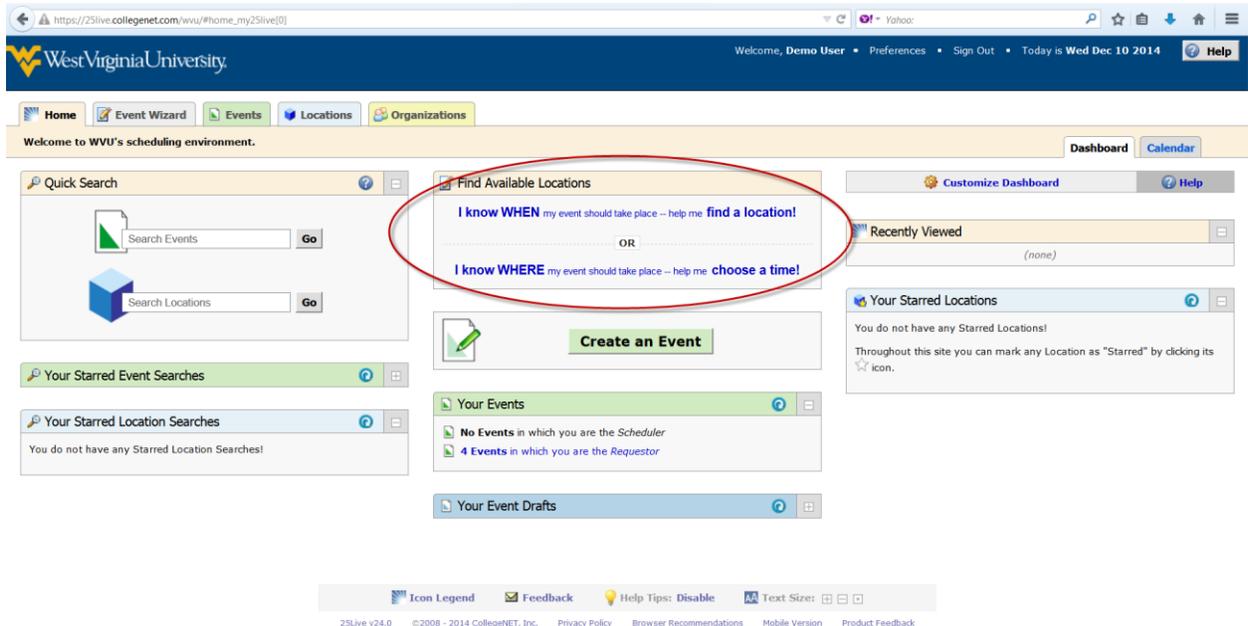
1. To access 25Live: <https://25live.collegenet.com/wvu>



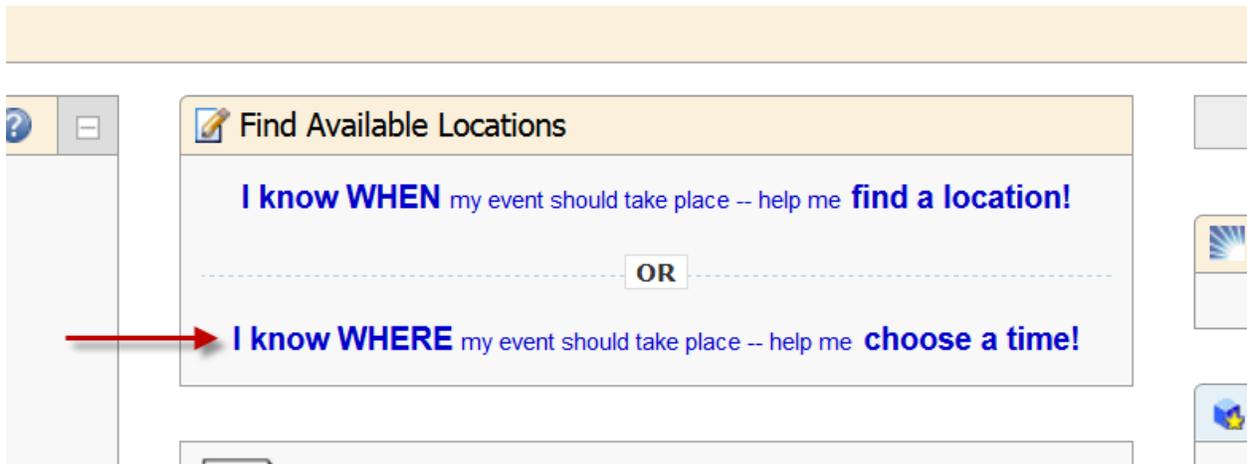
2. Click “Sign In” to begin the process of requesting space through 25Live. You will need to sign in with your My ID username and password.



3. Locate “Find Available Options” on the middle of the front page.



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



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.

**Find Available Locations**

Find Location by Name:  **Go**

Select your location...

Somewhere between: [Wed Dec 10 2014](#) — [Tue Dec 16 2014](#)

**Show me this location's availability** →

[Don't know the exact Location? Search by Location Groups...](#)

**Find Available Locations**

Find Location by Name:  **Go**

AGS-E 1001 (Agricultural Sciences Building 1001)

Somewhere between: [Wed Dec 10 2014](#) — [Tue Dec 16 2014](#)

**Show me this location's availability** →

[Don't know the exact Location? Search by Location Groups...](#)

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.

**Find Available Locations**

Find Location by Name:

▼

→ Somewhere between: [Wed Dec 10 2014](#) — [Tue Dec 16 2014](#)

*Don't know the exact Location? Search by Location Groups...*

**Find Available Locations**

Find Location by Name:

▼

Somewhere between: [Wed Dec 10 2014](#) — [Tue Dec 16 2014](#)

*Don't know the exact...*

**Start Date:**

**End Date:**

S	M	T	W	T	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Select Today

S	M	T	W	T	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Select Today

Enforce a Date Range Interval of  ▼

- Click “Show me this Location’s Availability”, which will bring you to a WebViewer-like view of the space.

- 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.

- 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.

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

**Start by entering the basic event information.**

**Event Name**

FPS Conference ✓

**Event Title**

Facilities Planning and Scheduling Conference

**Event Type**

→ Conference ☆ ▲ ✓

Con 🔍

Conference

Continuing Education Class \*

Performance - Concert \*

◀ Back

Next ▶

✖ Cancel

💾 Save

11. 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.

**Start by entering the basic event information.**

**Event Name**  
FPS Conference ✓

**Event Title**  
Facilities Planning and Scheduling Conference

**Event Type**  
Conference ☆ ✓

**Primary Organization for this Event**

Search for an Organization \*

FAC

**FACILITIES PLANNING AND SCHEDULING** ☆

ASST VP FACILITIES

ATHLETIC FACILITIES

FACILITIES AND SERVICES

FACILITIES MANAGEMENT

Browse...

◀ Back Next ▶

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 information.**

**Expected Head Count**

15 ✓

◀ Back

Next ▶

✕ Cancel

Save

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)



**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.

◀ Back

Next ▶

✕ Cancel

Save

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

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**

Progress...

**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:** Mon Jan 12 2015 10:00 am  
**Event End:** Mon Jan 12 2015 11:00 am

Event Duration: **1 Hour**

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

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

◀ Back | Next ▶ | Cancel | 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

Conference  
FACILITIES PLANNING AND SCHEDULING  
15 Attendees Expected  
Mon Jan 12 2015 10:00 am -  
Mon Jan 12 2015 11:00 am  
Event Repeats  
**AGS-E 1001**

Progress...

**Find and select EVENT LOCATIONS.**

Your Starred Locations...

Search by Location Name...

Show only my authorized locations that have no time conflicts  Refresh

Enforce head count

Saved Searches...  
Advanced Search...

Selected Locations

**AGS-E 1001**

Agricultural Sciences Building 1001  
Max Capacity: 112  
Features: AV - Document Camera; AV - DVD; AV - Internet; Ethernet (Instructor); AV - Microphone, Gooseneck (Podium); AV - Microphone, Handheld; AV - Microphone, Wireless; AV - Projector; AV - Sound System; Chalk Board; Classroom - General Purpose; Classroom Technology - iDesign Standard; Computer Instructor Station PC; Ctec Standard; Department Tech Level One; Department Tech Level Two; Dimmable Lighting; Evansdale 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  
Conflicts: None

View and Modify Occurrences

◀ Back | Next ▶ | Cancel | Save

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

**Contact Phone Number**  
3042932857  
Enter up to 80 alphanumeric characters.

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**

COMMENT COMMENT COMMENT COMMENT|

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

**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 ✓

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

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.**

→  **Tentative**  
*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.

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

Start Date	Start Time	End Date	End Time	Assignments
Mon Jan 12 2015	10:00am	Mon Jan 12 2015	11:00am	1

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 [scheduling@mail.wvu.edu](mailto:scheduling@mail.wvu.edu)