

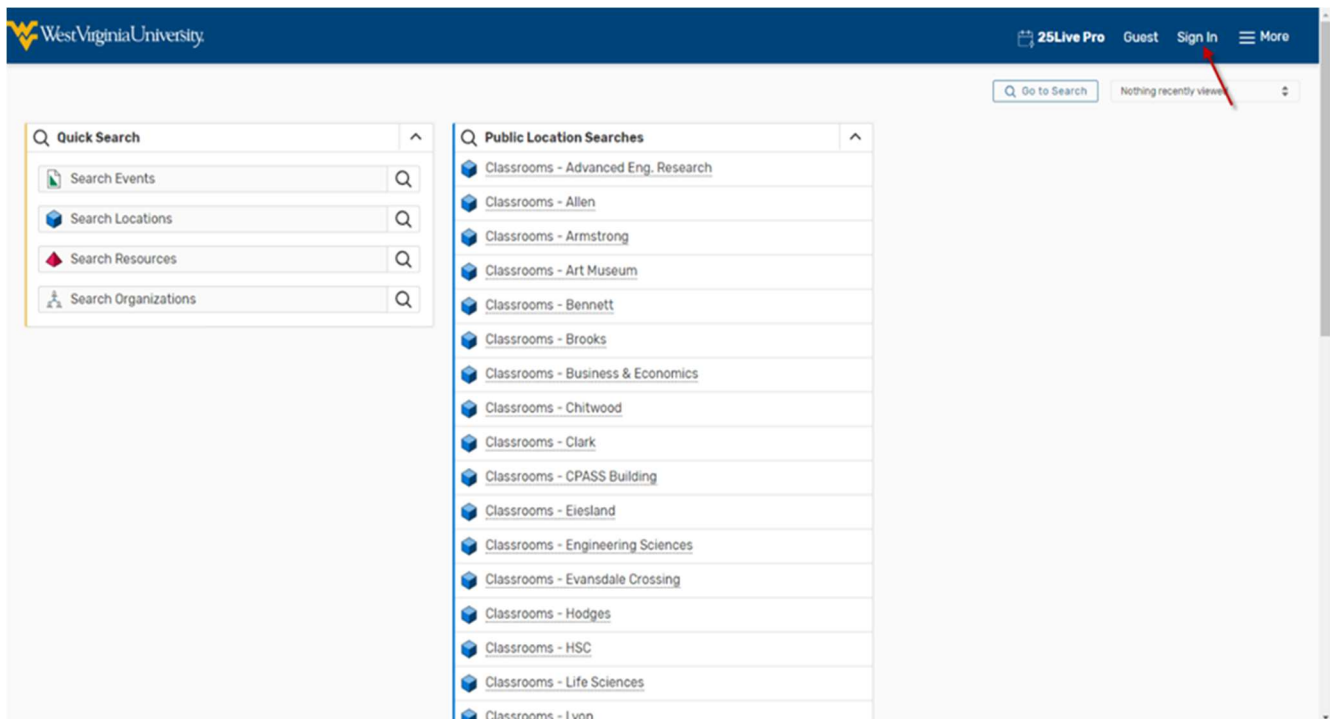
Event Scheduling at WVU through 25Live at  
<https://25live.collegenet.com/pro/wvu>

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.

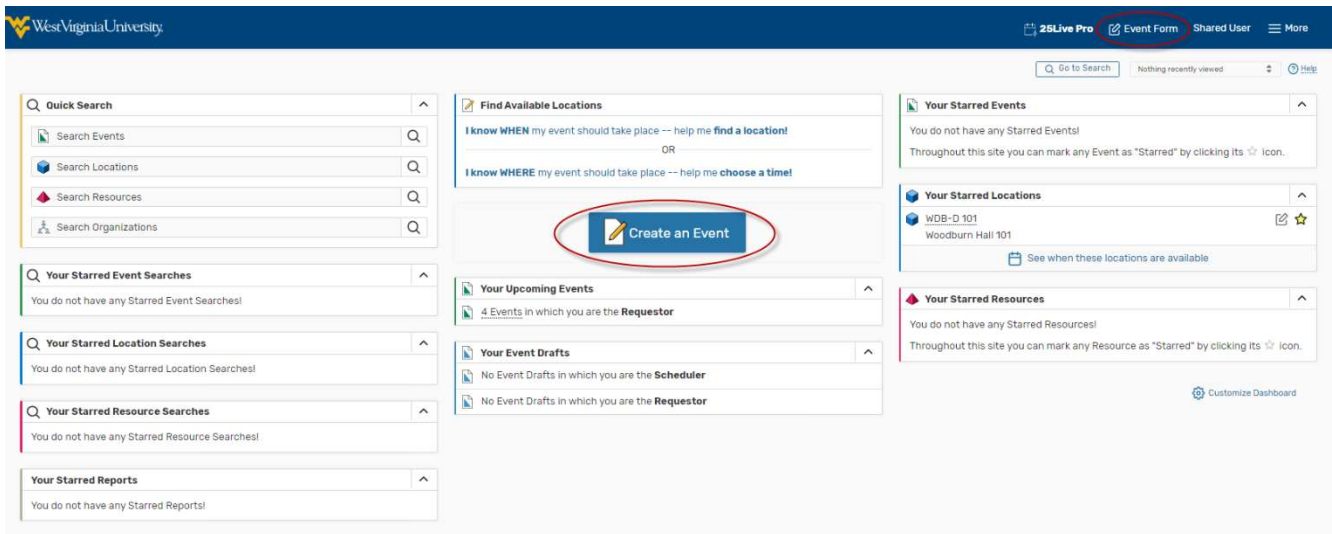
Not for use in requesting classrooms for Credited Courses.

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

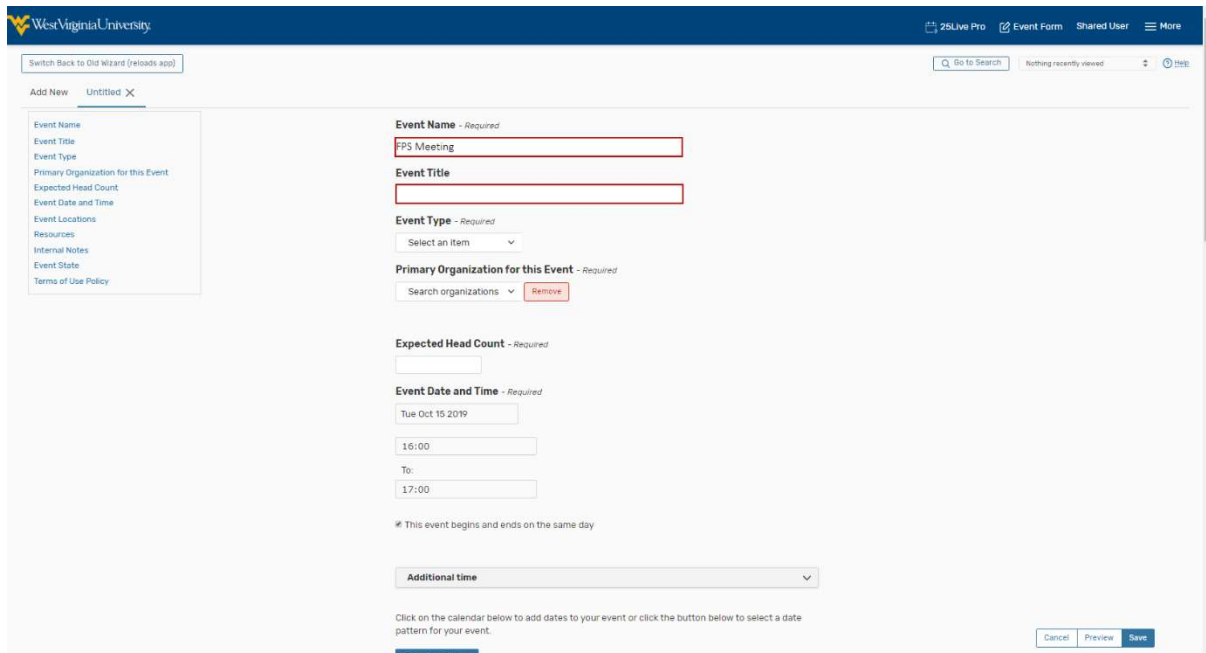
1. To access 25Live: <https://25live.collegenet.com/pro/wvu>
2. Click "Sign In" to begin the process of requesting space through 25Live. You will need to sign in with your My ID username and password. If you are having problems logging in, please follow the tutorial in the Written Instructions



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



4. 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.



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

The screenshot shows a form with the following fields:

- Event Name - Required**: An empty text input field.
- Event Title**: An empty text input field.
- Event Type - Required**: A dropdown menu currently showing "Select an item". A red arrow points to the dropdown arrow.
- Search**: A search bar with the placeholder text "Select an item".
- List of Event Types**: A list of options, each with a star icon to its right:
  - Training (star icon)
  - Academic Ad-hoc (star icon)
  - Alumni Gathering (star icon)
  - Audition (star icon)
  - Break Out Session (star icon)
  - Calendar Announcement (star icon)
  - Camp (star icon)
- Remove**: A red button next to the selected item.

6. Select a Primary Organization (required) that will sponsor the event. You will need to begin typing the organization name and then select it from the drop-down menu. You may also favorite an organization by clicking on the star. This will automatically bring it to the top of the list. For events **directly related** to a course (exam, additional meeting, etc.) use the subject code. For all other events, use another organization.

The screenshot shows a form with the following fields:

- Event Name - Required**: An empty text input field.
- Event Title**: An empty text input field.
- Event Type - Required**: A dropdown menu showing "Training" with a star icon.
- Primary Organization for this Event - Required**: A dropdown menu currently showing "Search organizations". A red arrow points to the dropdown arrow.
- Search**: A search bar with the placeholder text "Facilities".
- List of Organizations**: A list of options, each with a star icon to its right:
  - ASST VP FACILITIES (star icon)
  - ATHLETIC FACILITIES (star icon)
  - FACILITIES AND SERVICES (star icon)
  - FACILITIES MANAGEMENT (star icon)
  - FACILITIES PLANNING AND SCHEDULING** (star icon, highlighted with a blue background and a red circle)
  - WVU-SRF (star icon)
- Remove**: A red button next to the selected item.

7. Enter an Expected Head Count (required). If you are booking for multiple rooms, enter the amount of seating you will need in your smallest room.

West Virginia University

25 Live Pro | Event Form | Shared User | More

Switch Back to Old Wizard (reloads app)

Go to Search | Nothing recently viewed | Help

Add New | Untitled X

- Event Name
- Event Title
- Event Type
- Primary Organization for this Event
- Expected Head Count
- Event Date and Time
- Event Locations
- Resources
- Internal Notes
- Event State
- Terms of Use Policy

Event Name - Required

Event Title

Event Type - Required

Select an item

Primary Organization for this Event - Required

Search organizations | Remove

Expected Head Count - Required

25

Event Date and Time - Required

Tue Oct 15 2019

16:00

To:

17:00

This event begins and ends on the same day

Additional time

Click on the calendar below to add dates to your event or click the button below to select a date pattern for your event.

Cancel | Preview | Save

8. Enter the Event Date and Time (required). You are only able to request events with at least a 48-hour notice. If you are publishing the event to a calendar and need set up or tear down time additional to the published times, enter it here. In most other 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. Unless the event runs over midnight make sure the “This event begins and ends on the same day” box is checked.

Expected Head Count - Required

25

Event Date and Time - Required

Thu Oct 17 2019

11:00

To:

12:00

This event begins and ends on the same day

Additional time

Setup Time

0 0 0

Days Hours Minutes

Pre-Event Time

0 0 0

Days Hours Minutes

Post-Event Time

0 0 0

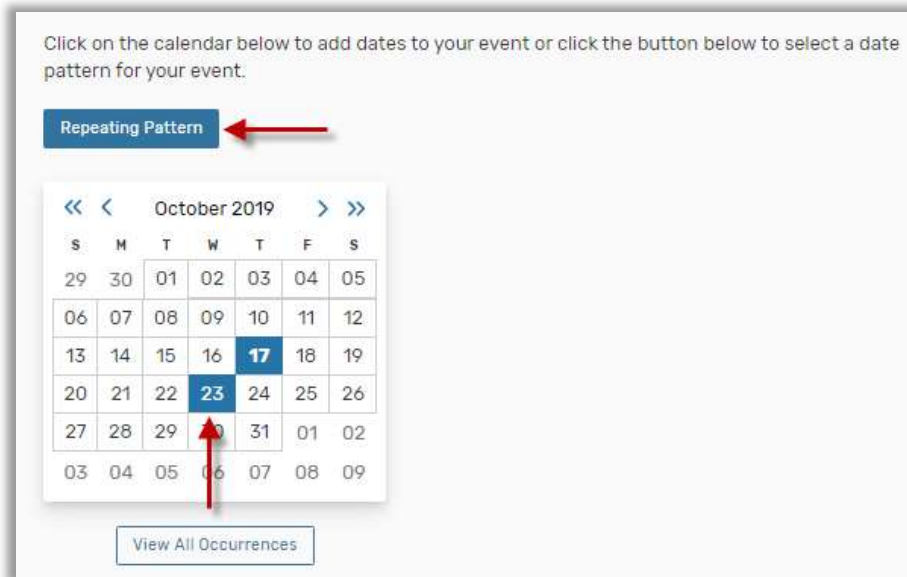
Days Hours Minutes

Takedown Time

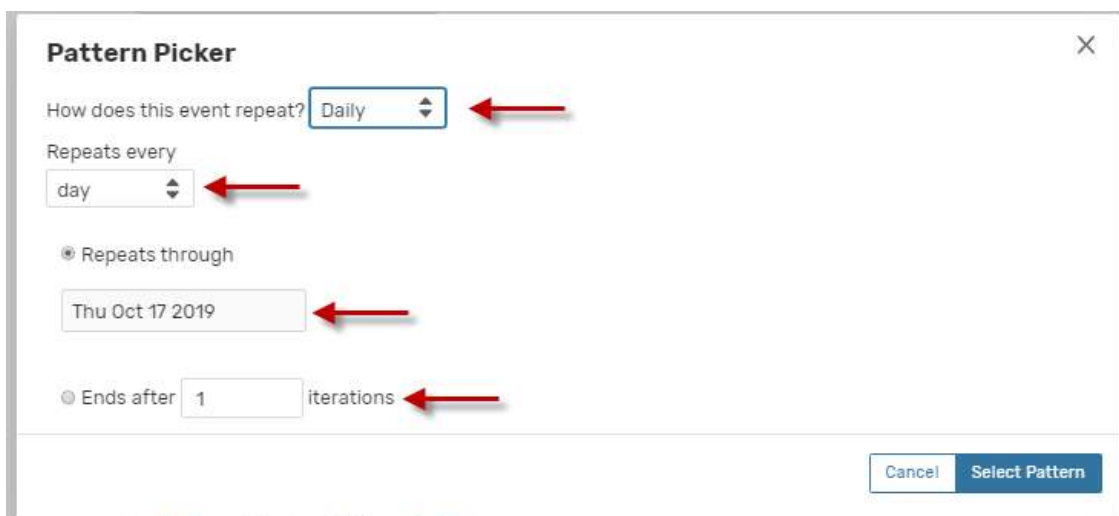
0 0 0

Days Hours Minutes

9. You will then need to select if and how your event will repeat. If your event does not repeat, you can skip over the calendar. You can select any days that your event will repeat from the calendar in an ad hoc fashion. If you would like to select a repeating pattern, select the “Repeating Pattern” button



a. **Daily Repeats:** You can select the kind of repeating pattern you would like to use here. For Daily Events, you can select from every day, every other day, etc. You will then be able to select whether you want to repeat it through a certain date, or for a number of iterations.



b. **Weekly Repeats:** For weekly repeats, first select whether you would like it to repeat every week, or every other week, etc. Select the days of the week you want the event to repeat on. Then select the date you would like the event to run through, or the

The screenshot shows the 'Pattern Picker' dialog box with the following settings: 'How does this event repeat?' is set to 'Weekly'. 'Repeats every' is set to 'week'. 'Repeats on' has checkboxes for Sun, Mon, Tue, Wed, Thu (checked), Fri, and Sat. 'Repeats through' is set to 'Thu Oct 17 2019'. 'Ends after' is set to '1' iterations. Red arrows point to the 'Weekly' dropdown, the 'week' dropdown, the 'Repeats on' checkboxes, the 'Repeats through' date field, and the '1' in the 'Ends after' field. A red oval highlights the 'Repeats on' checkboxes. At the bottom right are 'Cancel' and 'Select Pattern' buttons.

number of iterations (weeks) you need.

c. **Monthly Repeats:** For monthly repeats you will need to select if this will repeat every month, every other month, etc. Select whether you would like to repeat by day (the 15<sup>th</sup> of the month) or by position (the 3<sup>rd</sup> Thursday of the month.) Then select the date you would like the event to run through, or the number of iterations (months) you need.

The screenshot shows the 'Pattern Picker' dialog box with the following settings: 'How does this event repeat?' is set to 'Monthly'. 'Repeats every' is set to 'month'. 'Repeat by Day' and 'Repeat by Position' are both selected with radio buttons, and their respective 'Add Repeat Day' and 'Add Repeat Position' buttons are visible. 'Repeats through' is set to 'Thu Oct 17 2019'. 'Ends after' is set to '1' iterations. Red arrows point to the 'Monthly' dropdown, the 'month' dropdown, the 'Add Repeat Day' button, the 'Add Repeat Position' button, the 'Repeats through' date field, and the '1' in the 'Ends after' field. At the bottom right are 'Cancel' and 'Select Pattern' buttons.

10. Once you have selected your pattern, you may be able to select or remove other dates. To remove dates you will need to click the day you would like to remove to bring up the individual day, or the “View All Occurrences” button to bring up the full list of days you have selected. Here you can remove days, list them as canceled or **change the meeting times per day**

11. The times of individual days can be changed using the new event form. To do so, simply change the time listed for each day. Note changing the start time will change the end time to preserve duration. To change the length of an occurrence, the end time must be changed.

This event begins and ends on the same day

### All Date Occurrences

Dates	Times	Comment	State	Remove
Thu Oct 17 2019	15:00 16:00		Active	Remove
Tue Oct 22 2019	15:00 16:00		Active	Remove
Thu Oct 24 2019	15:00 16:00		Cancelled	Remove
Tue Oct 29 2019	15:00 16:00		Active	Remove
Thu Oct 31 2019	15:00 16:00		Active	Remove
Tue Nov 05 2019	19:00 20:00		Active	Remove
Thu Nov 07 2019	15:00 16:00		Active	Remove
Tue Nov 12 2019	15:00 15:30		Active	Remove
Thu Nov 14 2019	15:00 16:30		Active	Remove

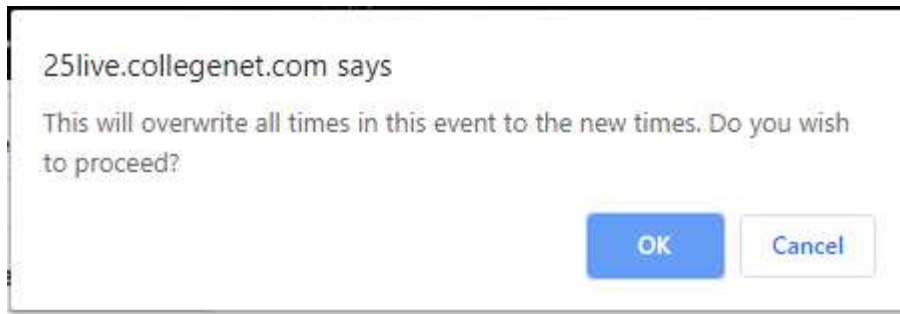
Close

### All Date Occurrences

Dates	Times	Comment	State	Remove
Thu Oct 17 2019	15:00 16:00		Active	Remove
Tue Oct 22 2019	15:00 16:00		Active	Remove
Thu Oct 24 2019	15:00 16:00		Cancelled	Remove
Tue Oct 29 2019	15:00 16:00		Active	Remove
Thu Oct 31 2019	15:00 16:00		Active	Remove
Tue Nov 05 2019	15:00 16:00		Active	Remove
Thu Nov 07 2019	15:00 16:00		Active	Remove
Tue Nov 12 2019	15:00 16:00		Active	Remove
Thu Nov 14 2019	15:00 16:00		Active	Remove

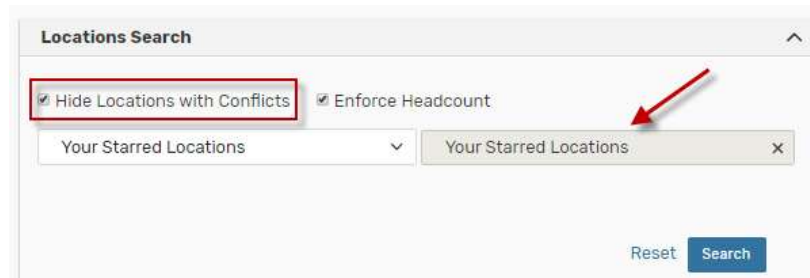
Close

12. In the event you need to change the times of the event for the first day, this will reset all dates back to the new time.

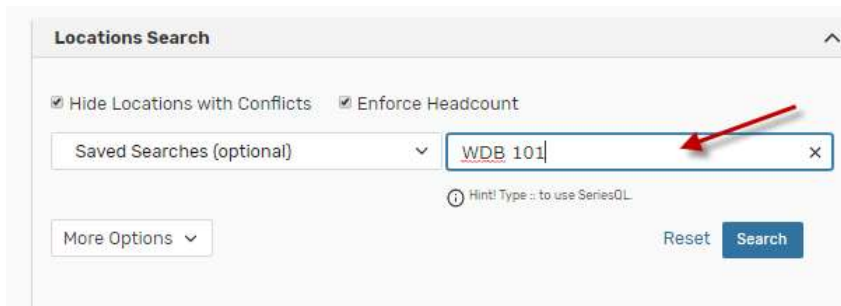


13. Enter the Event Location (required) you desire. You may search for a location by name, favorites, capacities, or using your searches. A blue “Request” box (Request) means it is available for every date and time. A gold “Request Available” box (Request Available) means it is available for some, **but not all**, dates and times. No box with the word “unavailable”, obviously means that the room is not available. All search options are shown below:

- a. **Search your Starred Locations:** You can search through a list of your starred (favorited) locations. This is the default option

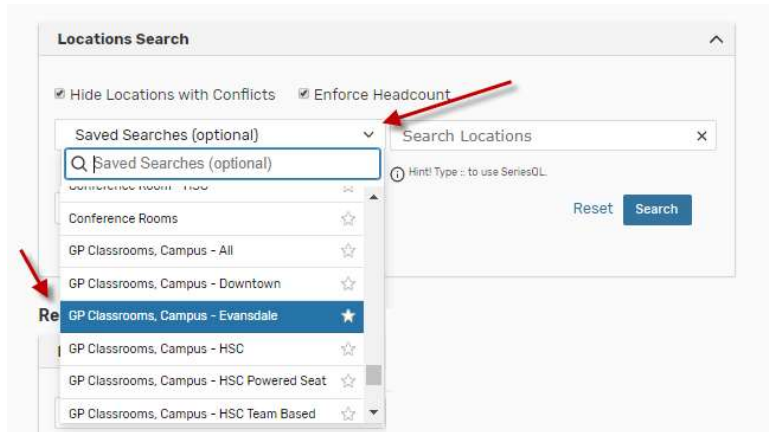


- b. **Search by Location Name:** You can type in all or part of a building code or building name. You can check “Hide Locations with Conflicts” box to exclude the unavailable rooms.

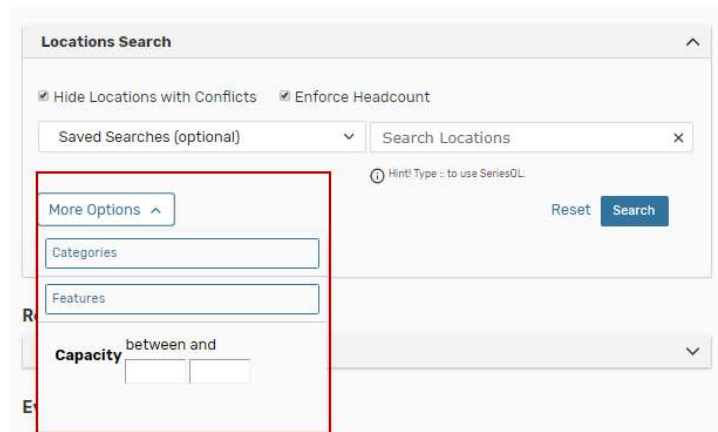




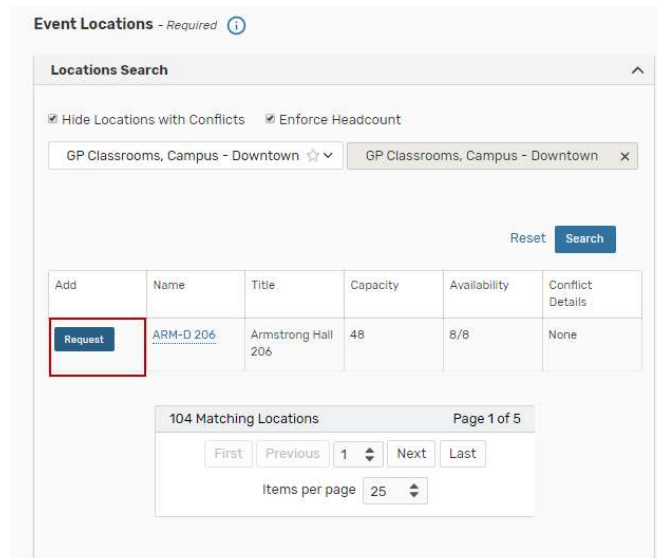
- c. **Saved Searches:** You can click on this option and pick one of your saved searches. There are some public searches in this option that might be helpful such as General Purpose Classrooms.

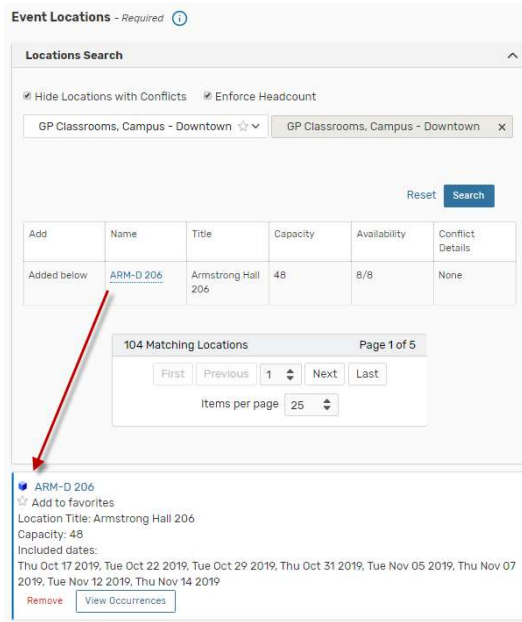


- d. **Advanced Search:** You can also search by Features, Categories or Capacity.

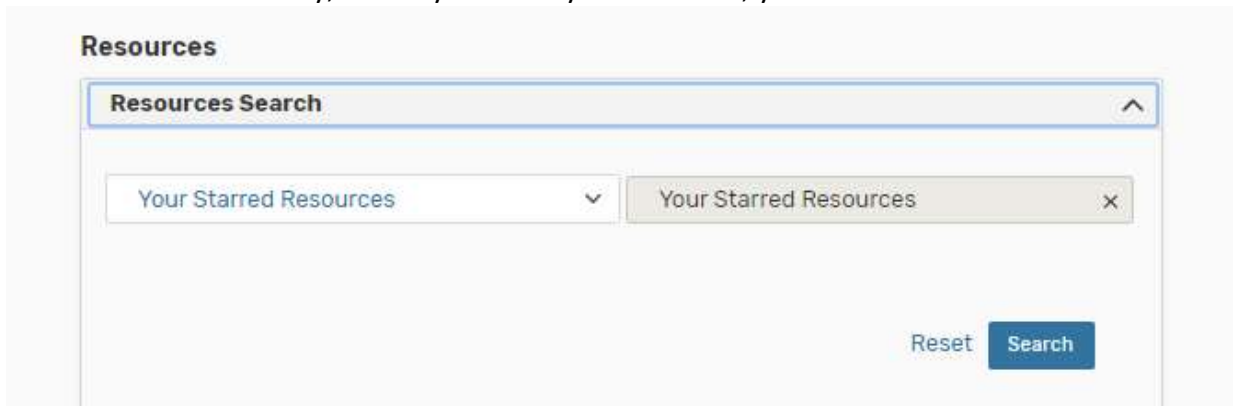


After finding the preferred room, click on that to select the room. You may search and request more than one location for your event with the same date and time by searching and selecting additional spaces. You may reserve a location that is smaller than your expected head count if you are reserving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

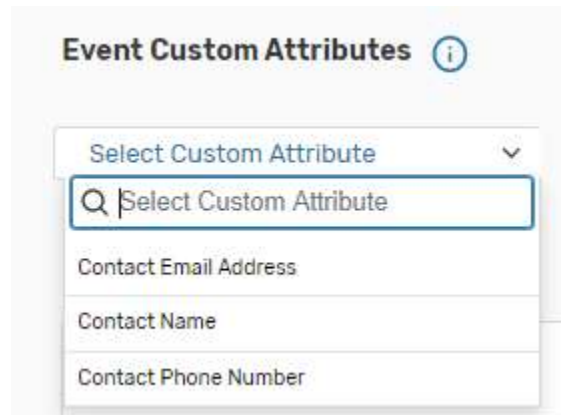




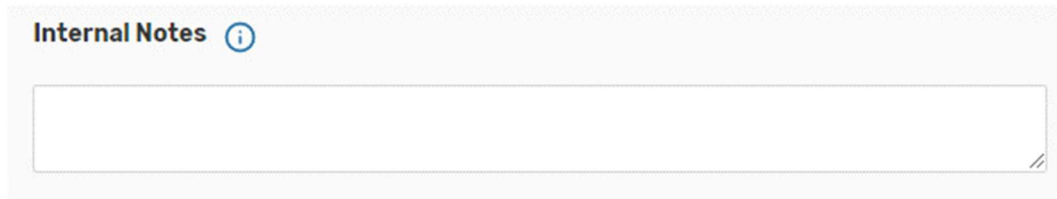
14. Resources are can be searched in the same fashion as locations but are seldom used at WVU. Generally, unless you know you need one, you do not need one.



14. Add and 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 Contact  
 Phone Number  
 Contact Name



- 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.



Internal Notes ⓘ

A large, empty text input field for entering internal notes.

19. 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.

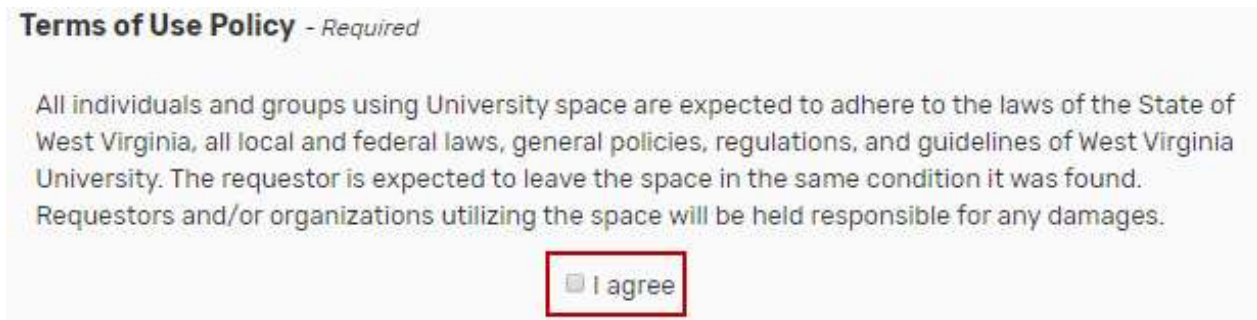


Event State - Required ⓘ

Tentative ⬆

A dropdown menu showing the selected event state as "Tentative".

20. 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.



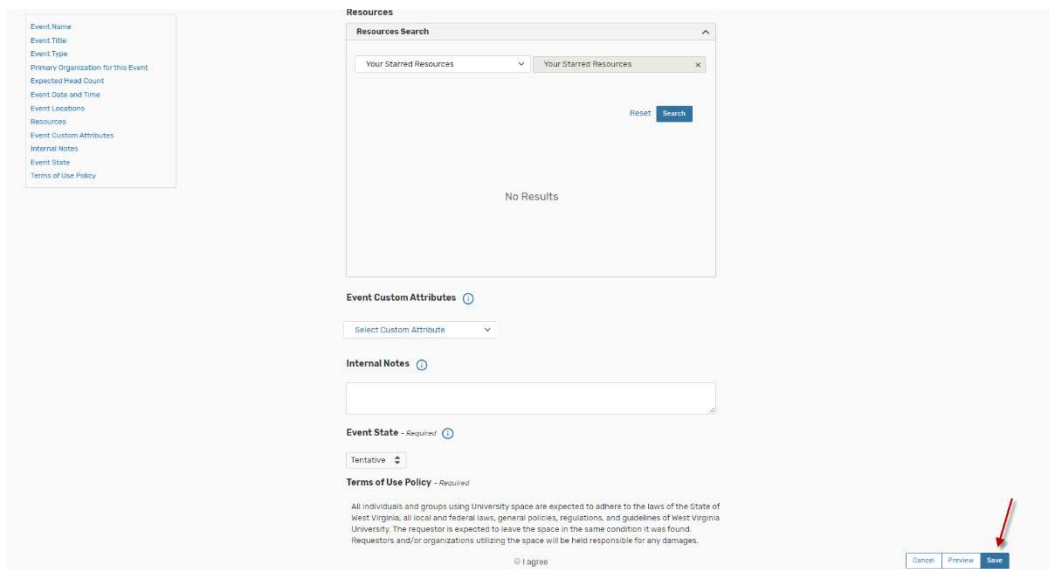
Terms of Use Policy - Required

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

The "I agree" checkbox is highlighted with a red box.

Hit “Save” Button to submit your requests



Resources

Resources Search

Your Starred Resources Your Starred Resources

Reset Search

No Results

Event Custom Attributes ⓘ

Select Custom Attribute

Internal Notes ⓘ

Event State - Required ⓘ

Tentative ⬆

Terms of Use Policy - Required

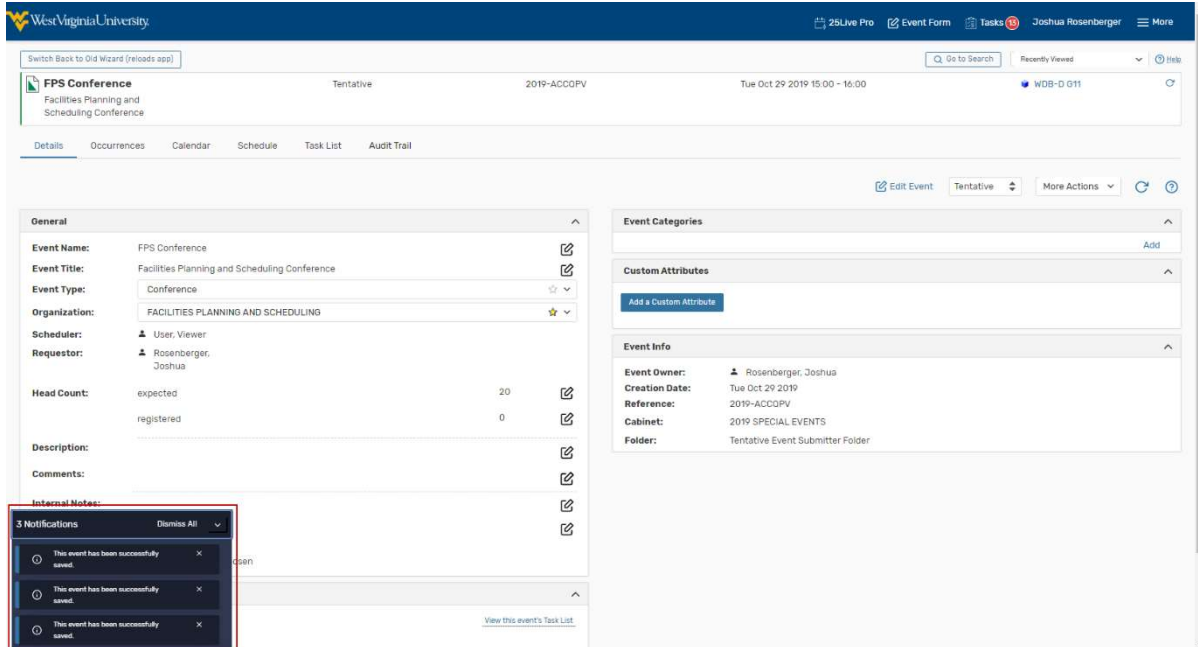
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ⓘ I agree

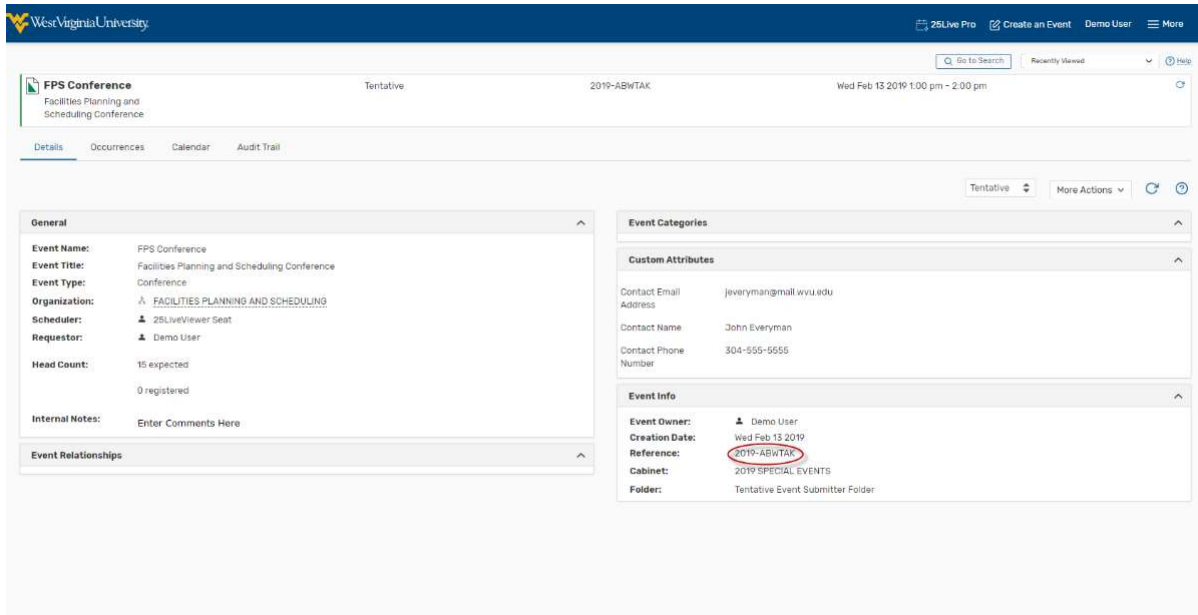
Cancel Preview Save

The "Save" button is highlighted with a red arrow.

20. 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.



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



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