Event Scheduling at WVU through 25Live at

https://25live.collegenet.com/pro/wvu

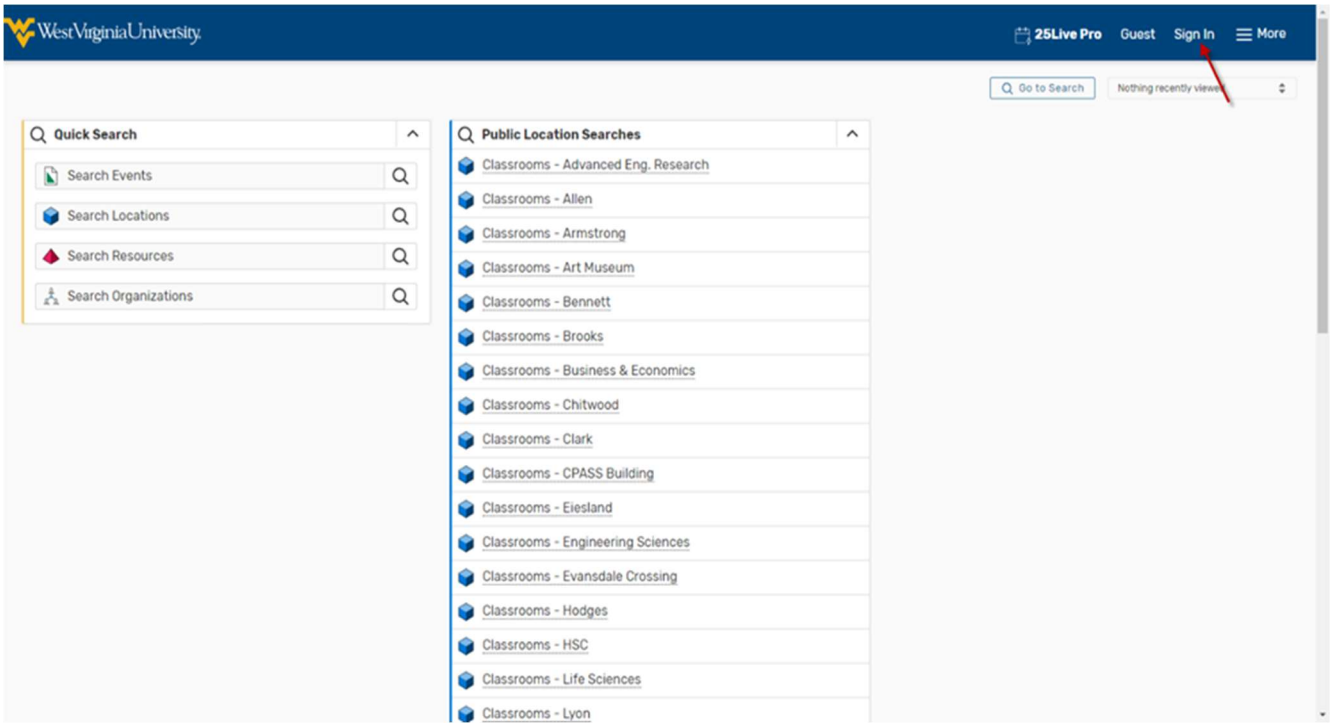
25Live can be used to request spaces a variety of spaces on campus. Students can only request general purpose classrooms through a WVU Faculty or Staff member.

Not for use in requesting classrooms for Credited Courses.

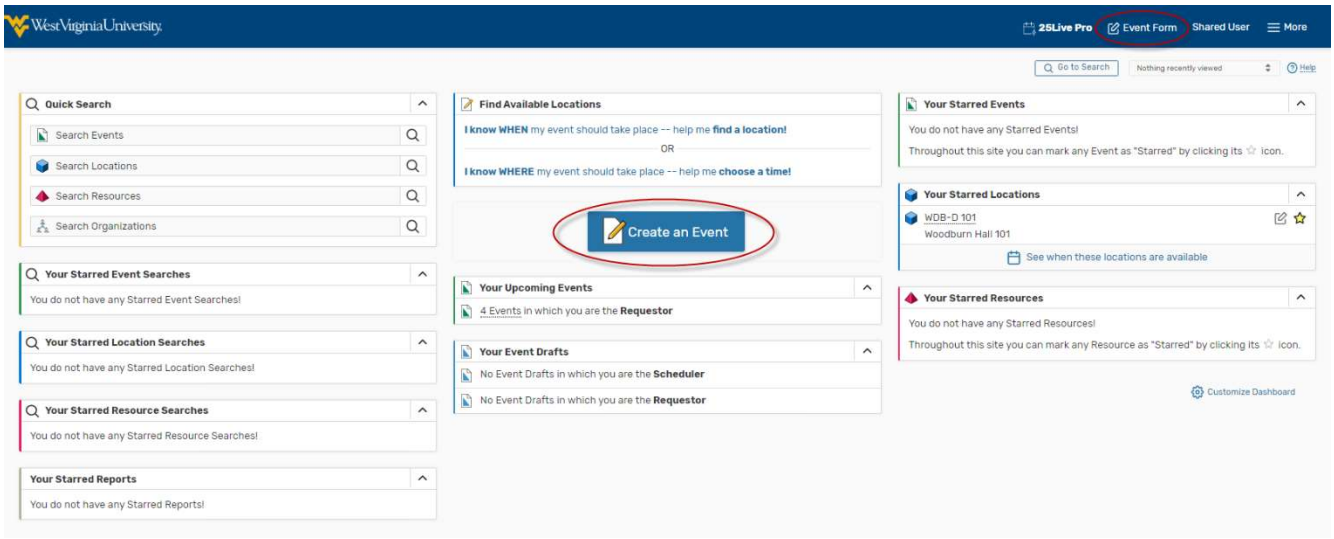
How to Request an Event through the Event Creation and Editing Tab

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

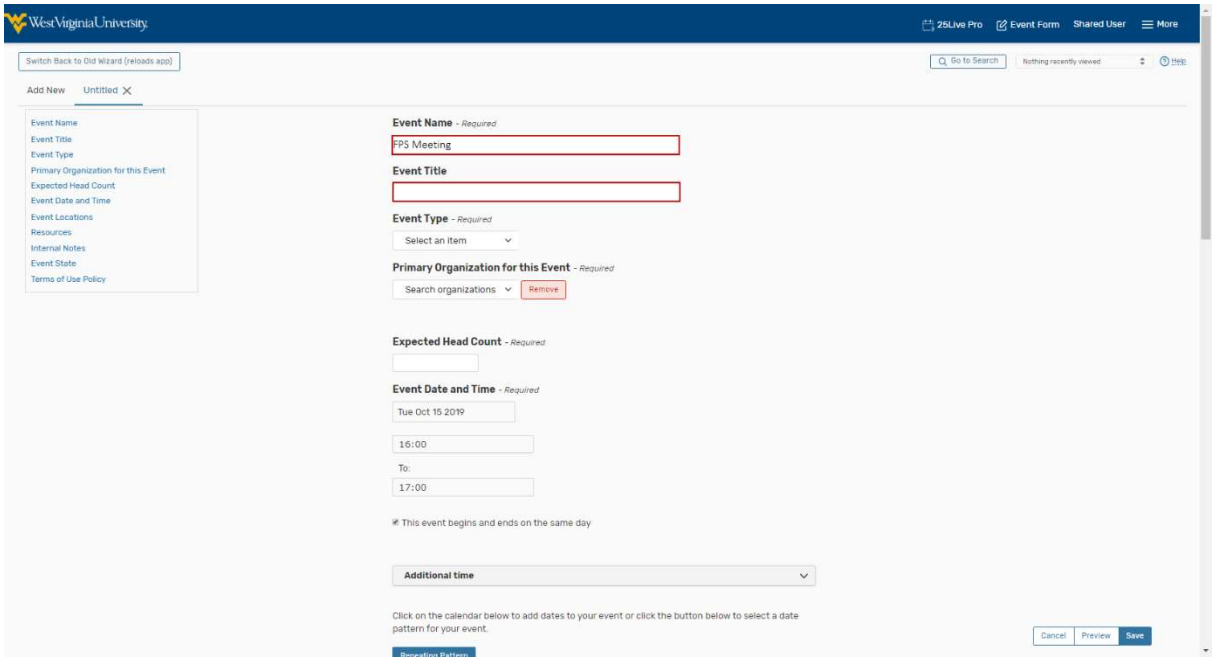
2. Click "Sign In" to begin the process of requesting space through 25Live. You will need to sign in with your My ID username and password. If you are having problems logging in, please follow the tutorial in the Written Instructions



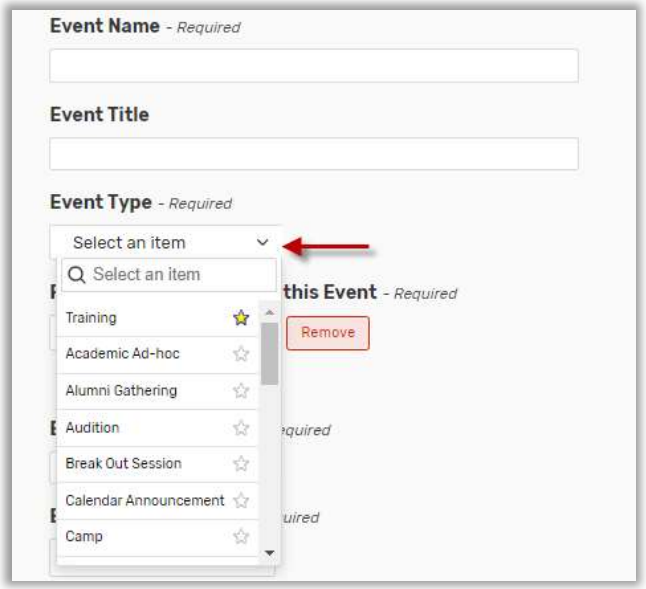
3. Click “Create an Event” on the middle of the front page.



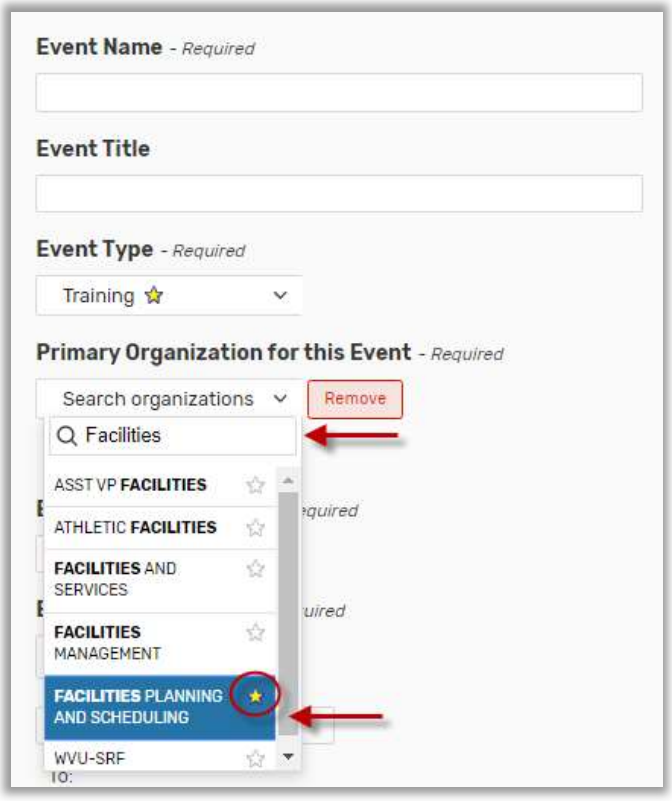
4. Enter an Event Name (required) and put a more descriptive Event Title if desired. The Event Name and Event Title will display on published calendars. Avoid acronyms and name the event in a way that will be understandable to others.



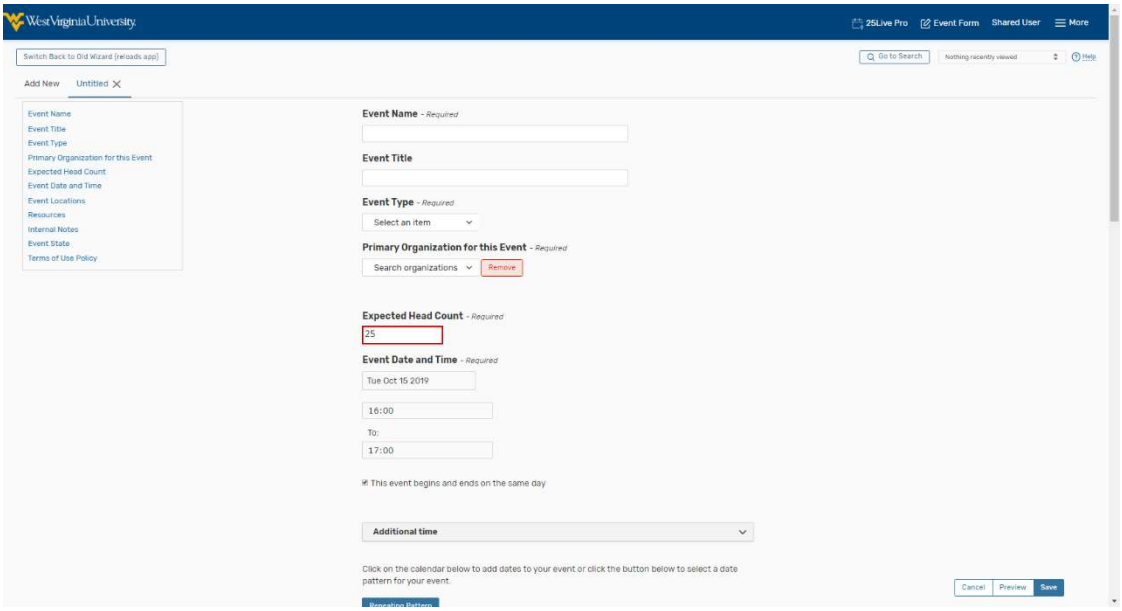
5. Select an Event Type (required) that most closely describes your event.



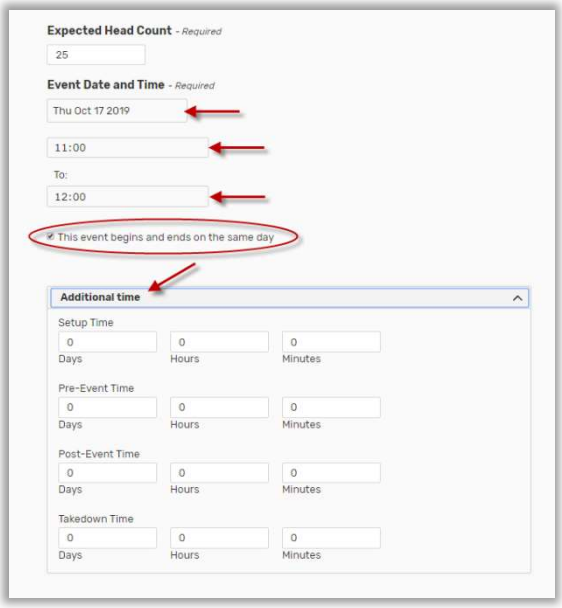
6.Select a Primary Organization (required) that will sponsor the event. You will need to begin typing the organization name and then select it from the drop-down menu. You may also favorite an organization by clicking on the star. This will automatically bring it to the top of the list. For events **directly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



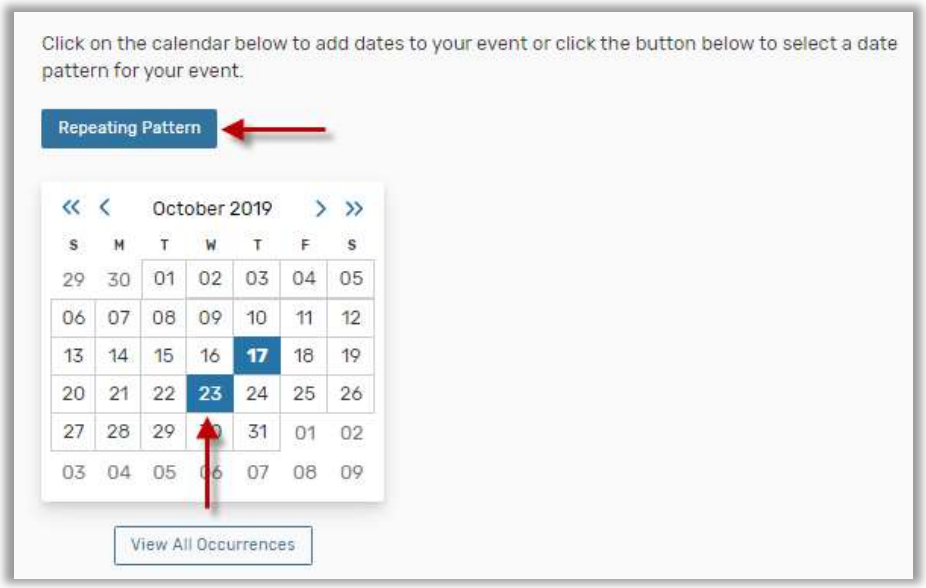
7. Enter an Expected Head Count (required). If you are booking for multiple rooms, enter the amount of seating you will need in your smallest room.



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.



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

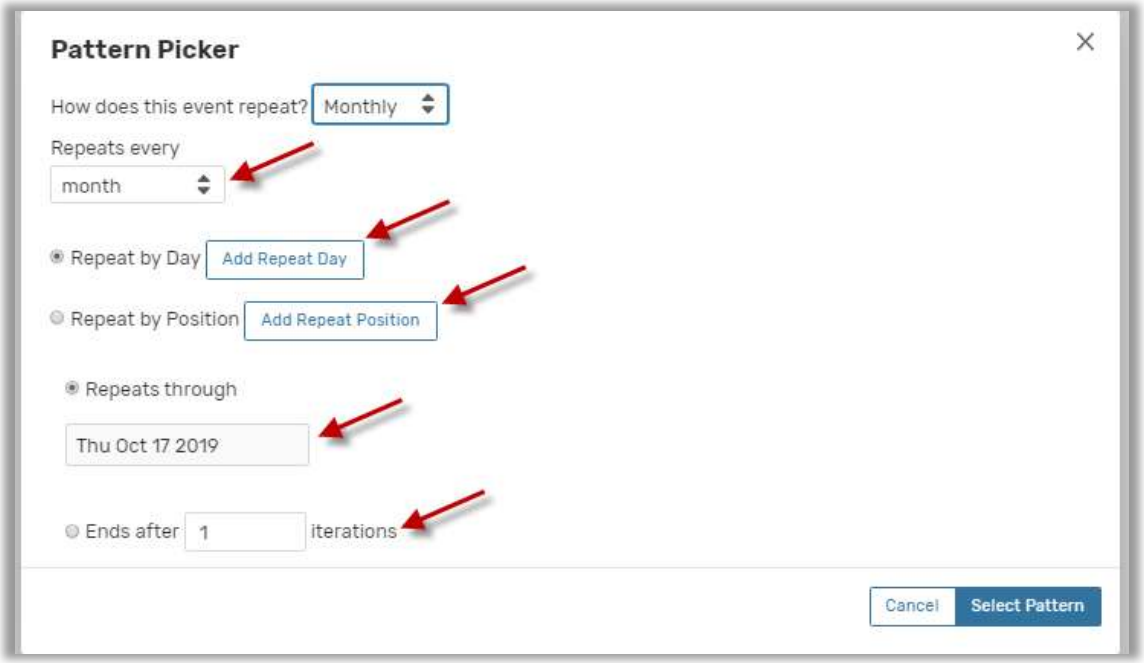


a. **Daily Repeats:** You can select the kind of repeating pattern you would like to use here. For Daily Events, you can select from every day, every other day, etc. You will then be able to select whether you want to repeat it through a certain date, or for a number of iterations.

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

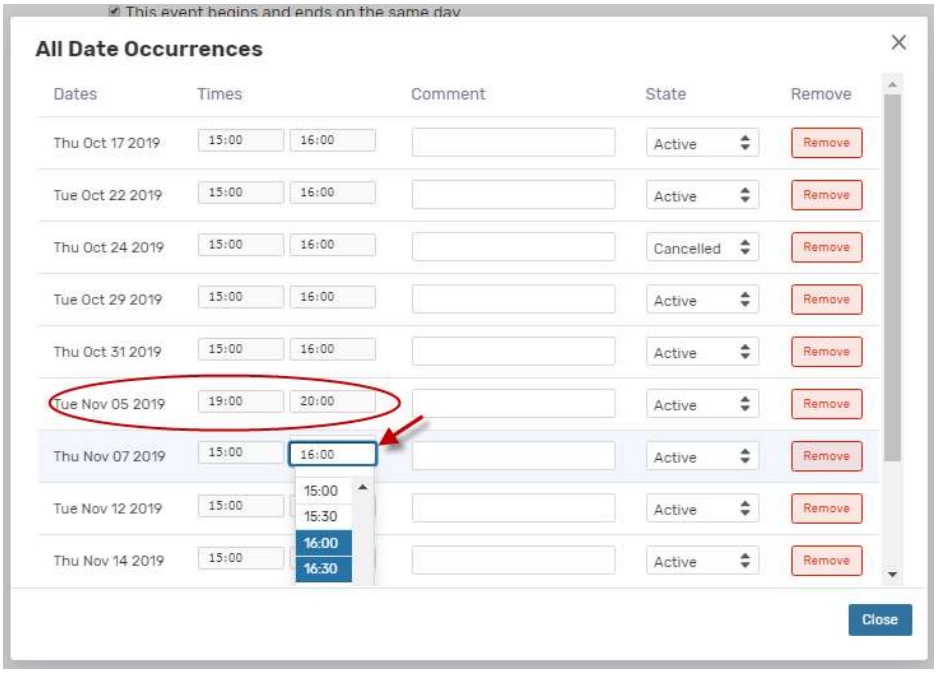
number of iterations (weeks) you need.

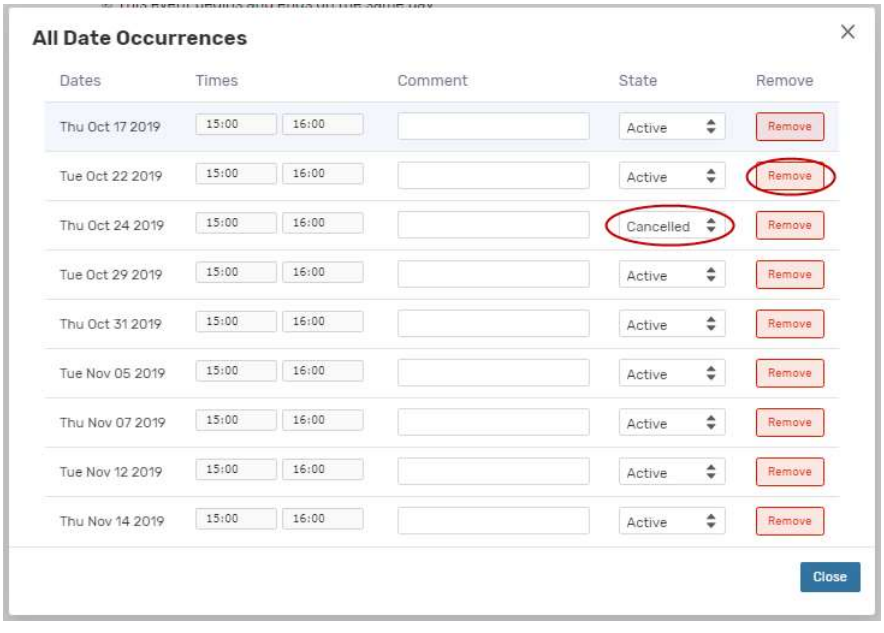
c. **Monthly Repeats:** For monthly repeats you will need to select if this will repeat every month, every other month, etc. Select whether you would like to repeat by day (the 15th of the month) or by position (the 3rd Thursday of the month.) Then select the date you would like the event to run through,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



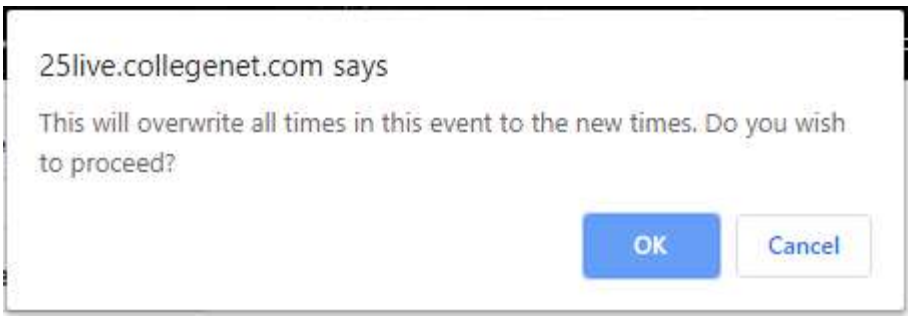
10. Once you have selected your pattern, you may be able to select or remove other dates. To remove dates you will need to click the day you would like to remove to bring up the individual day, or the “View All Occurrences” button to bring up the full list of days you have selected. Here you can remove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



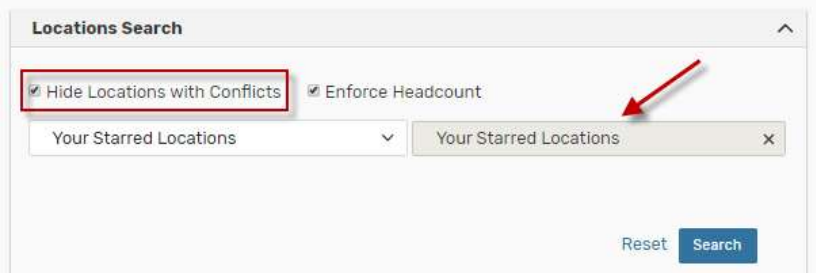


12. In the event you need to change the times of the event for the first day, this will reset all dates back to the new time.

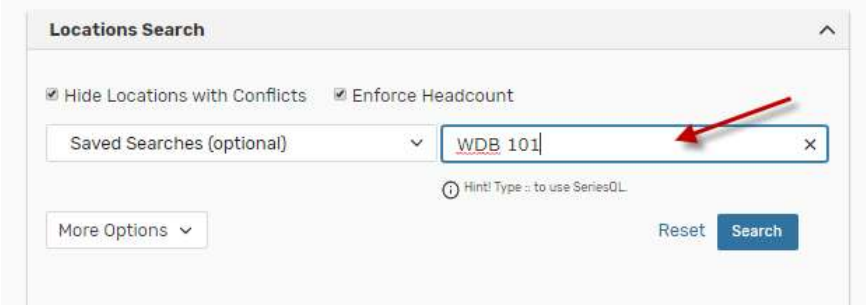


13. Enter the Event Location (required) you desire. You may search for a location by name, favorites, capacities, or using your searches. A blue "Request" box (Request) means it is available for every date and time. A gold "Request Available" box (Request Available) means it is available for some, **but 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:

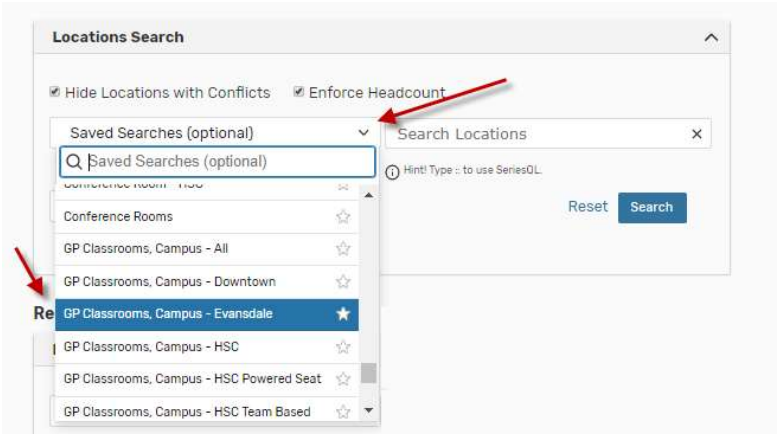
a. **Search your Starred Locations:** You can search through a list of your starred (favorited) locations. This is the default option



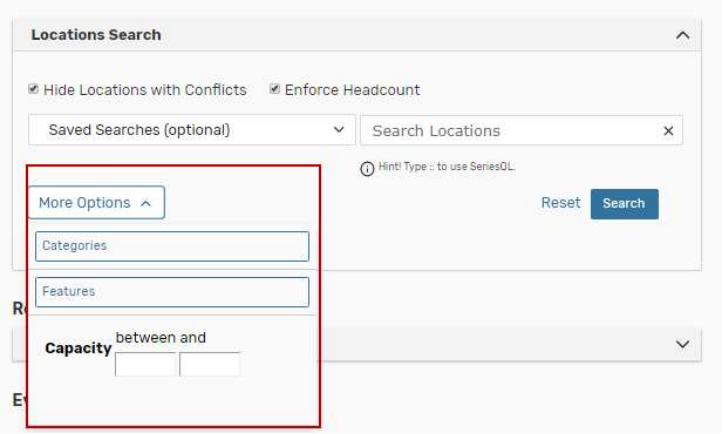
b. **Search by Location Name:** You can type in all or part of a building code or building name. You can check "Hide Locations with Conflicts" box to exclude the unavailable rooms.



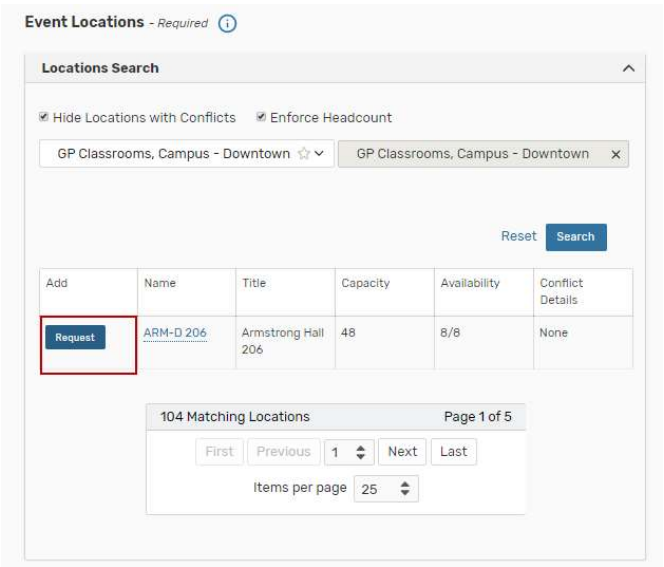
c. **Saved Searches:** You can click on this option and pick one of your saved searches. There are some public searches in this option that might behelpful such as General Purpose Classrooms.

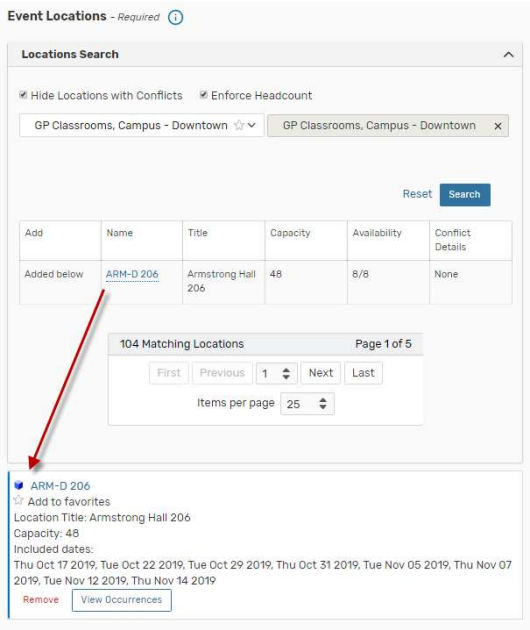


d. **Advanced Search:** You can also search by Features, Categories or Capacity.

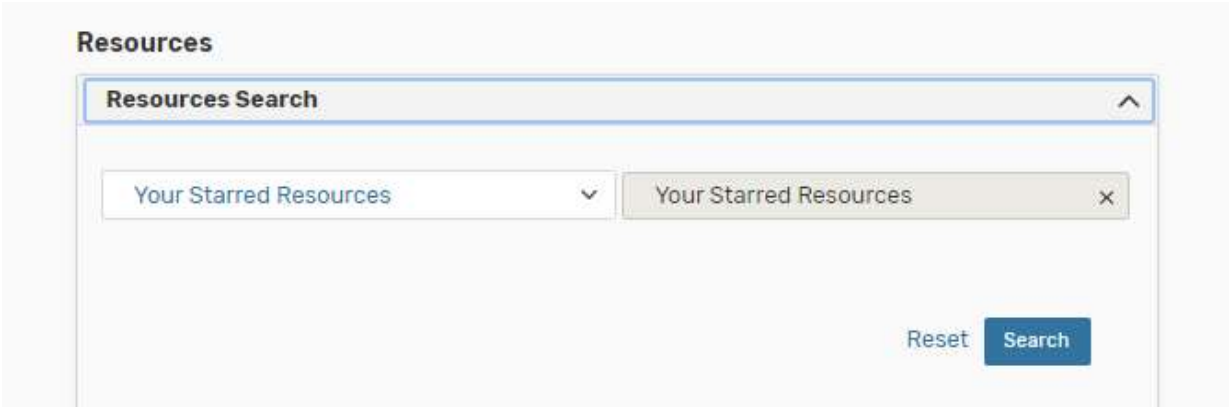


After finding the preferred room, click on that to select the room. You may search and request more than one location for your event with the same date and time by searching and selecting additional spaces. You may reserve a location that is smaller than your expected head count if you are reserving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

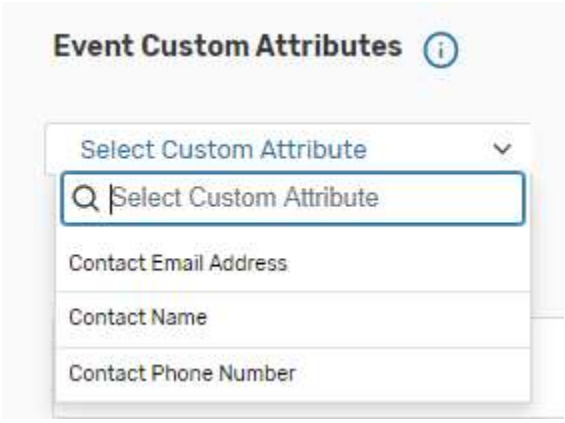




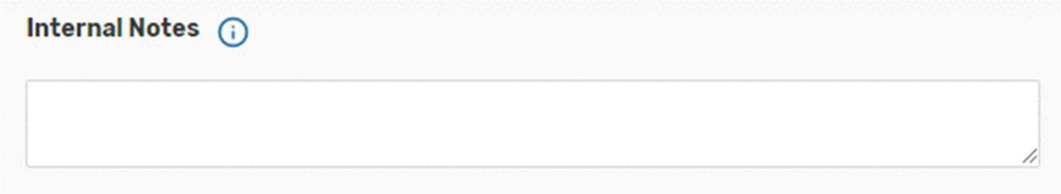
14. Resources are can be searched in the same fashion as locations but are seldom used at WVU. Generally, unless you know you need one, you do not need one.



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



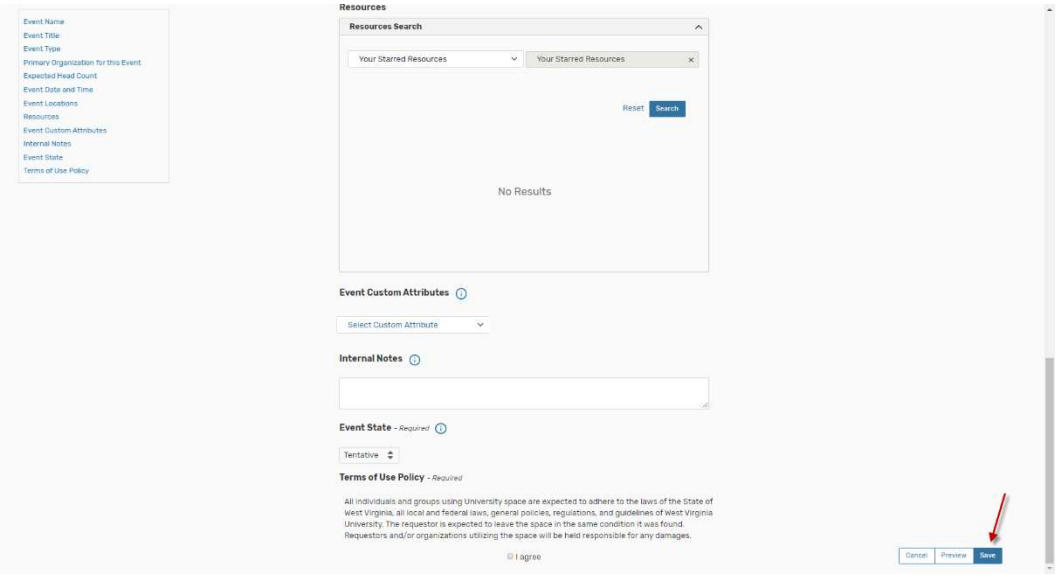
18 Enter any Event Comments if necessary. Information entered here will be viewed by the space manager only when looking over the request. Then Click on “Next” button.



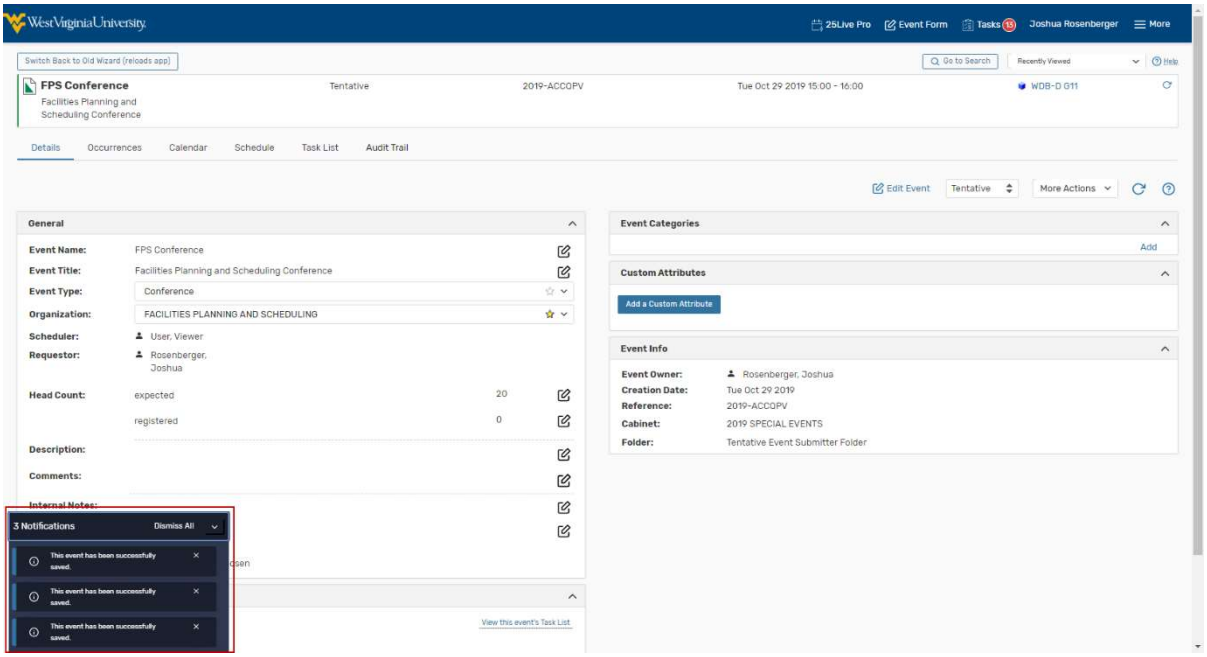
19. Select “Tentative” as your Event State (required). Please note that this request is considered tentative until you receive an email confirmation from the appropriate scheduler.

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.

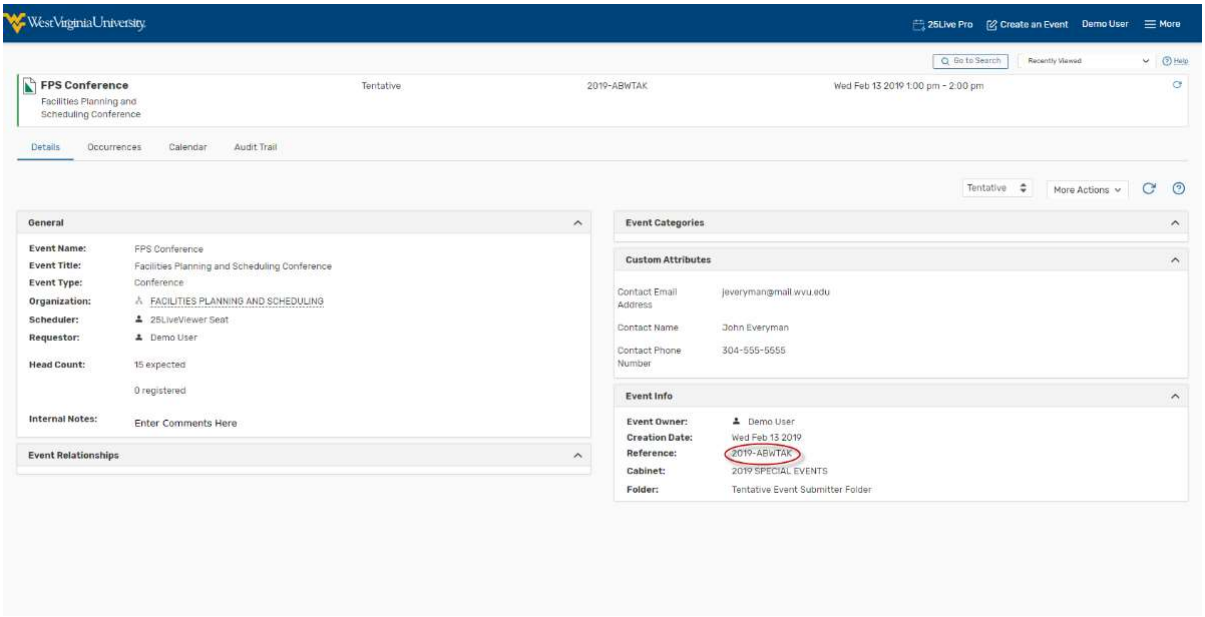
Hit “Save” Button to submit your requests



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