

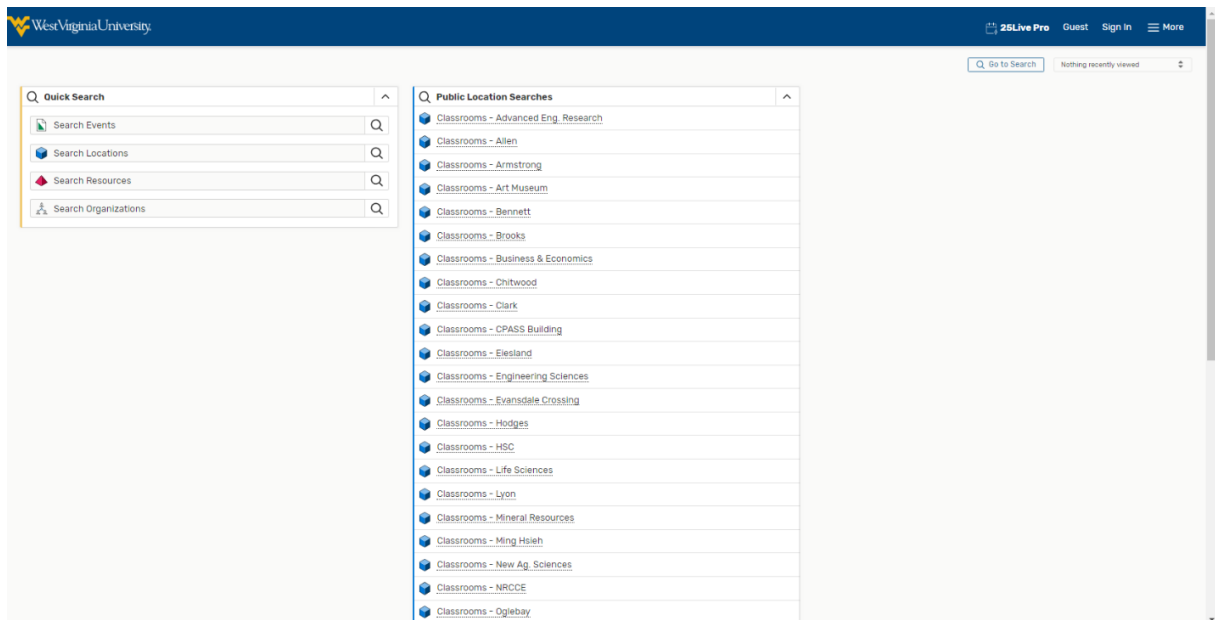
**Event Scheduling at WVU through 25Live at <https://25live.collegenet.com/wvu>**

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.

**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/pro/wvu>



2. This will take you to the Single Sign-On Screen. You will use your WVU Single Sign-on username and password. If you have both a WVU Medicine and WVU username and password (@mail.wvu.edu or @hsc.wvu.edu,) use your WVU username.



Select the organization that issues your paycheck. If you are paid by both WVU and WVU Medicine, or you are a medical resident, select WVU Medicine.

-   West Virginia University
-   WVU Medicine

**Need Help? Contact the ITS Service Desk.**

304-293-4444  
[ITSHelp@mail.wvu.edu](mailto:ITSHelp@mail.wvu.edu)



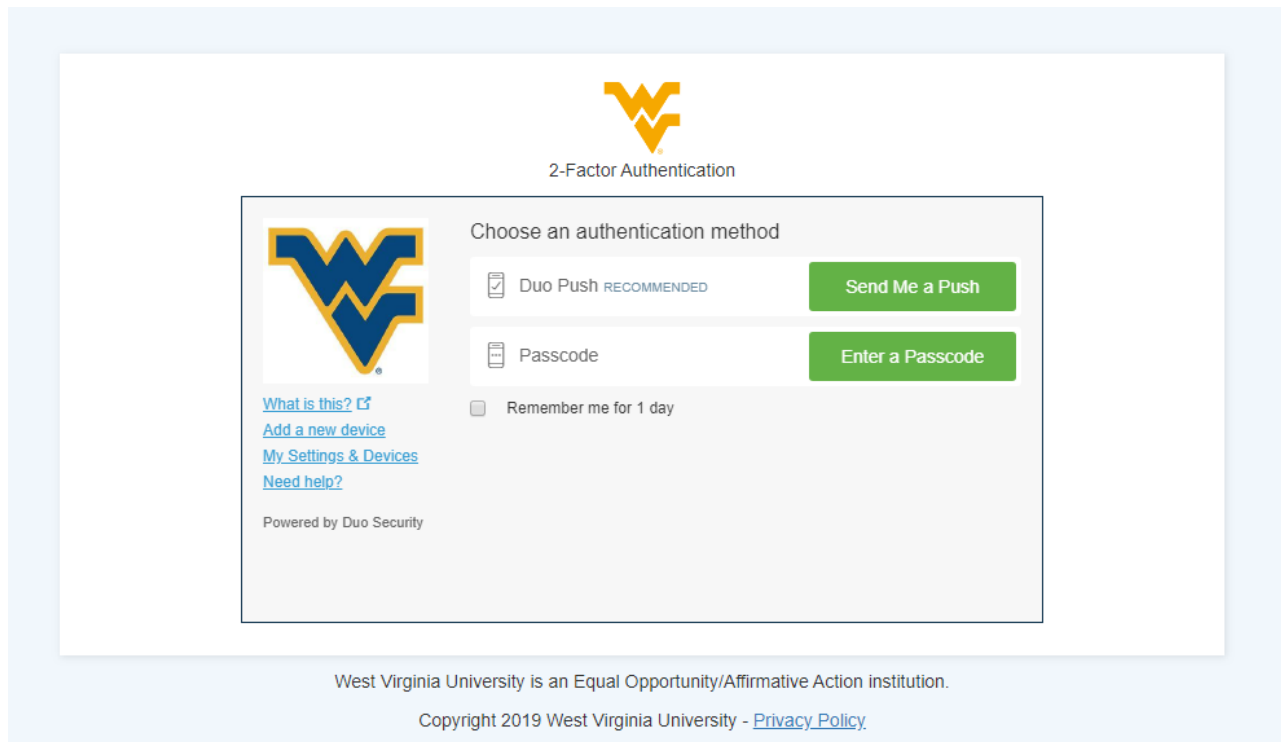
### Central Authentication Service

Requesting access for service:  
**A SAML Service - Do not bookmark this page.**

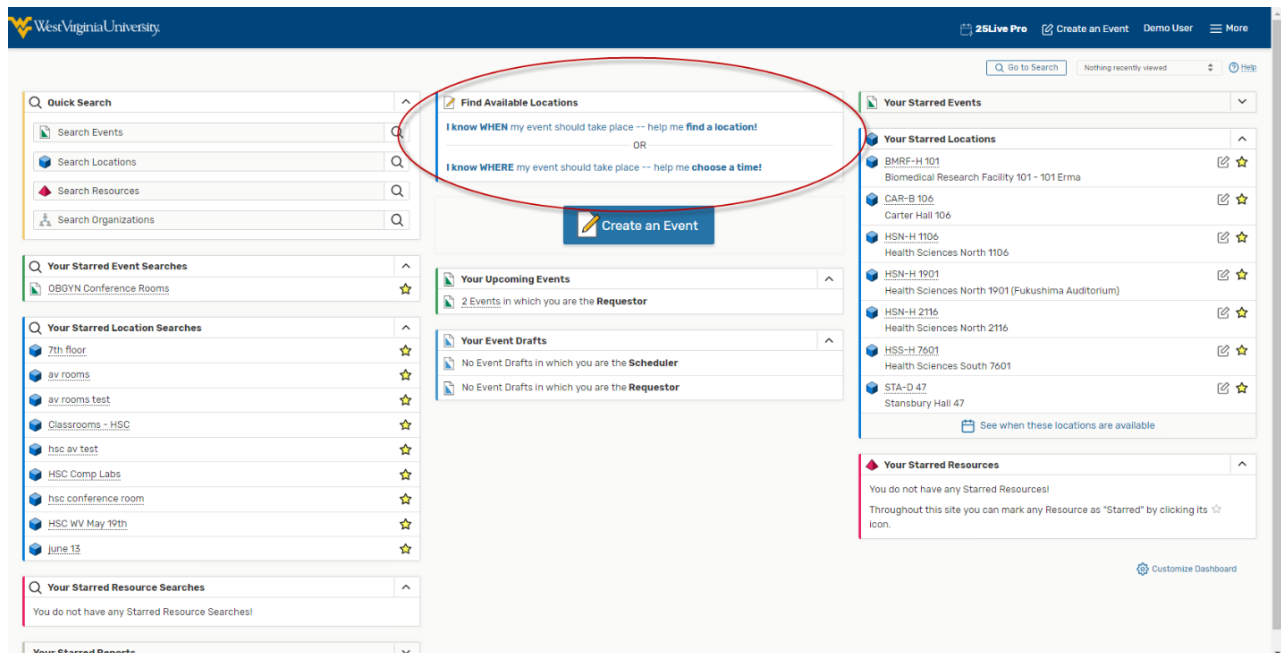
   

[Need help? Manage your Login account.](#)

3. You will need to authenticate using Duo 2-Factor Authentication.



4. Locate "Find Available Options" on the middle of the front page.




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

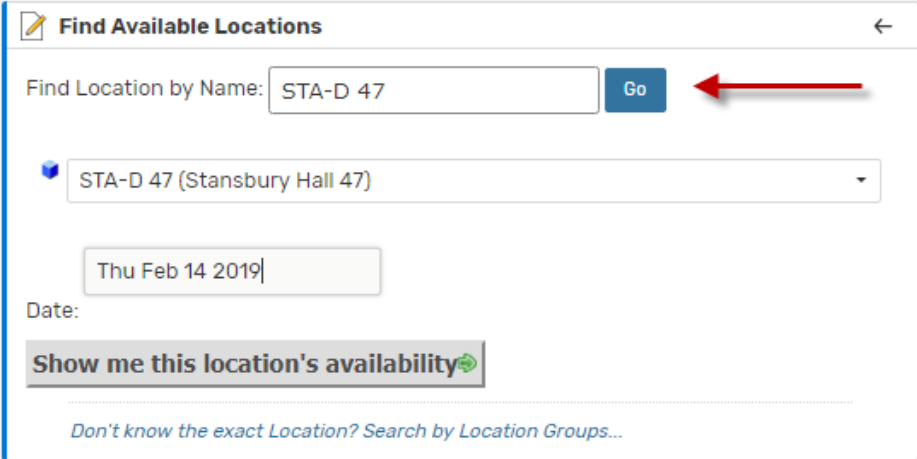
## Find Available Locations


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!** 


6. 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.



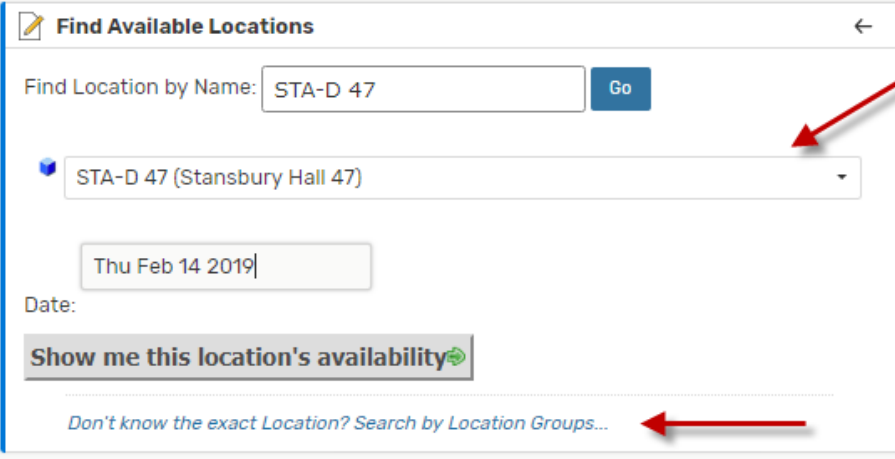
**Find Available Locations**  ←


Find Location by Name:   

Date:




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





**Find Available Locations**  ←

Find Location by Name:



Date:



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

6. You can search for availability a day at a time. You can take the default day given or click on it to adjust the calendar. Double click the appropriate date.

**Find Available Locations**

Find Location by Name:

←

Date:

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

**Find Available Locations**

Find Location by Name:

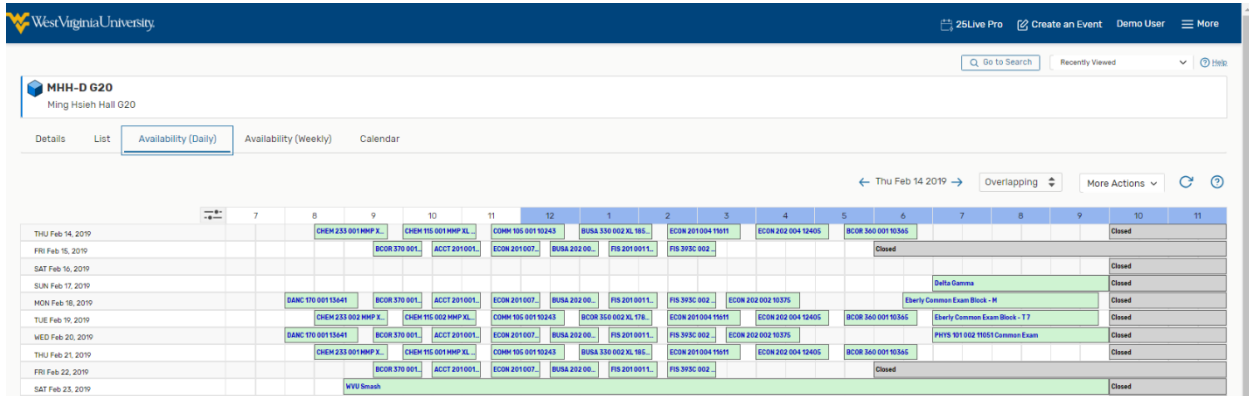
Date:

February 2019

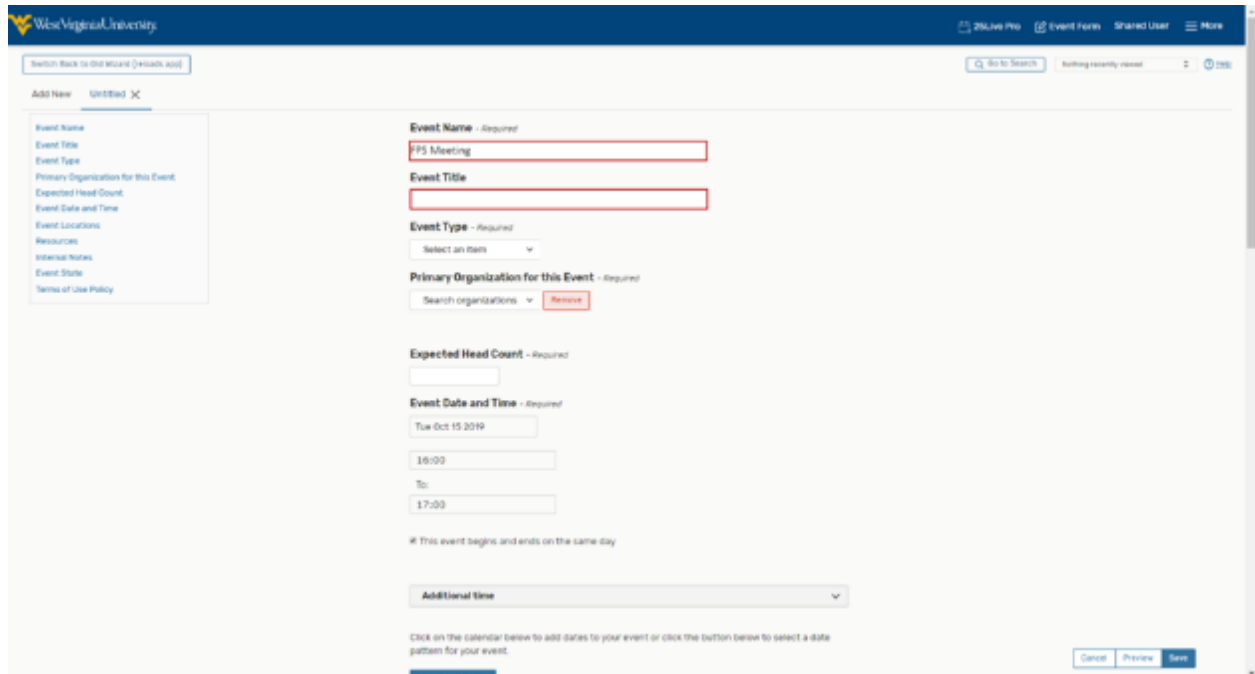
S	M	T	W	T	F	S
27	28	29	30	31	01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	01	02
03	04	05	06	07	08	09

*by Location Groups...*

- 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.

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 with the placeholder text "Select an item". A red arrow points to the dropdown arrow.

The dropdown menu is open, showing a search bar with the placeholder "Select an item" and a list of event types, each with a star icon:

- 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)

To the right of the dropdown, there is a red "Remove" button and the text "this Event - Required".

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.

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 with "Training" and a star icon selected.
- Primary Organization for this Event - Required**: A dropdown menu with the placeholder text "Search organizations". A red arrow points to the dropdown arrow.

The dropdown menu is open, showing a search bar with the placeholder "Search organizations" and a list of organizations, each with a star icon:

- 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)

To the right of the dropdown, there is a red "Remove" button and the text "this Event - Required".

## 12. Enter an Expected Head Count

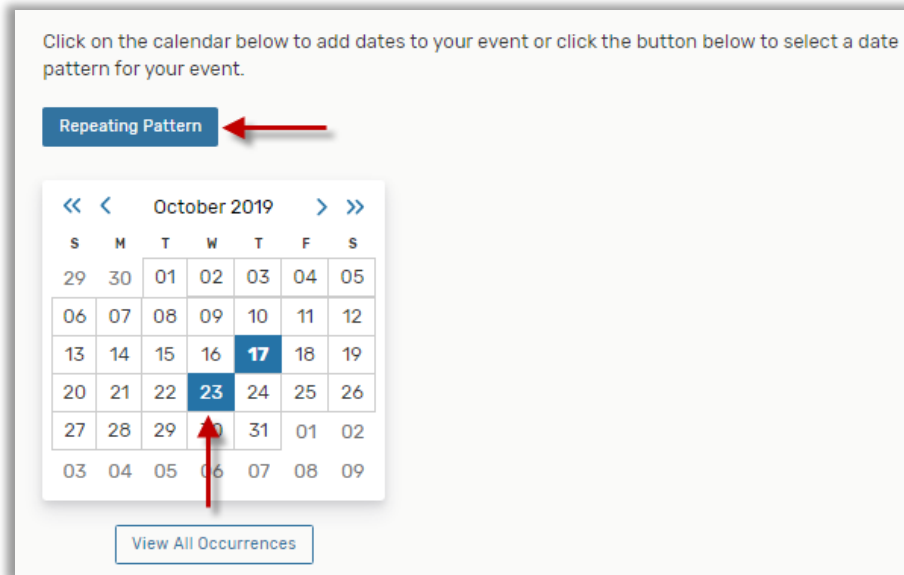
The screenshot shows the 'Event Form' interface for West Virginia University. The 'Expected Head Count' field is highlighted with a red box and contains the value '25'. Other fields include 'Event Name', 'Event Title', 'Event Type', 'Primary Organization for this Event', 'Event Date and Time' (set to Tue Oct 15 2019, 16:00 to 17:00), and 'Additional time'. A 'Save' button is visible at the bottom right.

13. The Event Date and Time will prepopulate from the “Choose a Time” quick start option. Unless you are publishing the event, you should NOT need to 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.

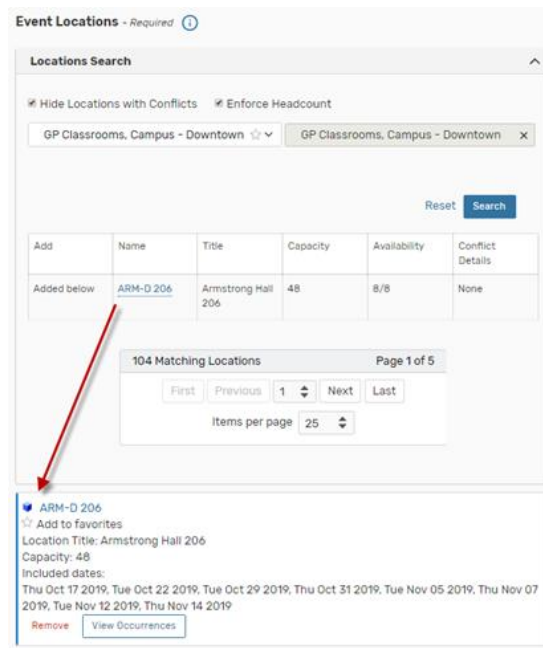
This close-up view shows the 'Event Date and Time' section with the date 'Thu Oct 17 2019' and time '11:00' to '12:00'. The checkbox 'This event begins and ends on the same day' is checked and circled in red. Below it is the 'Additional time' section, which is expanded to show fields for Setup Time, Pre-Event Time, Post-Event Time, and Takedown Time, each with sub-fields for Days, Hours, and Minutes. Red arrows point to the date, start time, end time, and the 'Additional time' section header.



14. Select if you need for the event to repeat. If so, select the necessary repeating pattern. For questions, refer to the Event Request – Event Form tutorial.

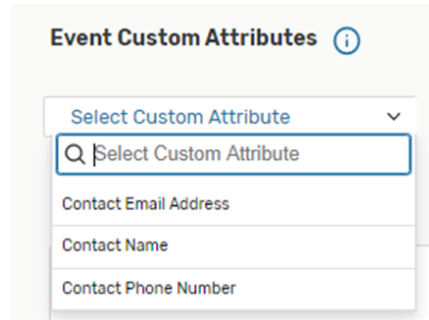


15. The Event Location will populate from the “Choose a Time” quick start option.



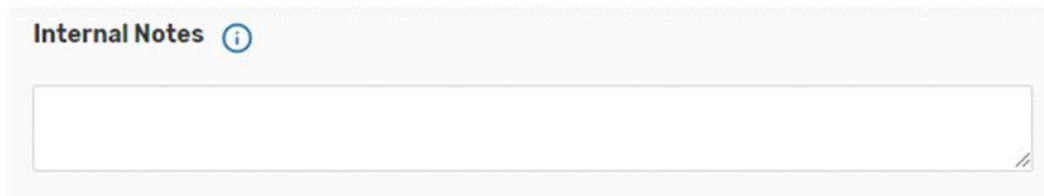
16. Enter the following custom attributes of the individual that will be using the requested space (if different than the individual filling out the request form) –

- Contact Email Address
- Contact Name
- Contact Phone Number



The screenshot shows a dropdown menu titled "Event Custom Attributes" with an information icon. The menu is open, showing a search bar with the placeholder text "Select Custom Attribute" and a magnifying glass icon. Below the search bar, three options are listed: "Contact Email Address", "Contact Name", and "Contact Phone Number".

17. 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.



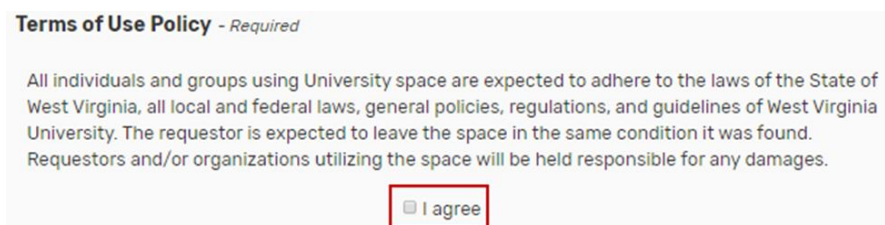
The screenshot shows a text area titled "Internal Notes" with an information icon. The text area is empty and has a small icon in the bottom right corner.

18. 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.



The screenshot shows a dropdown menu titled "Event State - Required" with an information icon. The menu is open, showing a single option: "Tentative" with a double-headed arrow icon.

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



The screenshot shows a section titled "Terms of Use Policy - Required". The text reads: "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." Below the text is a checkbox labeled "I agree", which is highlighted with a red box.

20. Click “Save” Button to submit your request.

The screenshot shows a web form titled "Resources". On the left is a sidebar menu with items like "Event Name", "Event Title", "Event Type", "Primary Organization for this Event", "Expected Head Count", "Event Date and Time", "Event Locations", "Resources", "Event Custom Attributes", "Internal Notes", "Event State", and "Terms of Use Policy". The main form area has a "Resources Search" section with a dropdown menu and a "Search" button. Below that is an "Event Custom Attributes" section with a "Select Custom Attribute" dropdown. The "Internal Notes" section has a text input field. The "Event State" section has a dropdown menu set to "Tentative". The "Terms of Use Policy" section has a checkbox for "I agree" and a "Save" button highlighted with a red arrow. There are also "Cancel" and "Previous" buttons.

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

The screenshot shows the "FPS Conference" event details page. The header includes the West Virginia University logo and navigation links like "25Live Pro", "Event Form", "Tasks", and the user name "Joshua Rosenberger". The event details are displayed in a card format with tabs for "Details", "Occurrences", "Calendar", "Schedule", "Task List", and "Audit Trail". The "General" section includes fields for "Event Name", "Event Title", "Event Type", "Organization", "Scheduler", "Requestor", "Head Count", "Description", and "Comments". The "Event Categories" and "Custom Attributes" sections are also visible. A notification box in the bottom left corner shows three notifications, each stating "This event has been successfully saved." The "View Details" button is highlighted in blue.

from the appropriate scheduler. To access the Reference Number, click “View Details” Button.

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

The screenshot displays the 'FPS Conference' event details in a web application. The interface includes a top navigation bar with the university logo and user information. Below the header, the event title 'FPS Conference' is shown along with its status 'Tentative', reference number '2019-ABWTAX', and date 'Wed Feb 13 2019 1:00 pm - 2:00 pm'. A search bar and 'Security Viewed' indicator are also present.

The main content area is divided into several sections:

- General:** Contains event metadata such as Event Name, Title, Type, Organization, Scheduler, Requestor, Head Count, and Internal Notes.
- Event Categories:** A section for categorizing the event.
- Custom Attributes:** Lists contact information including email, address, name, and phone number.
- Event Info:** Provides details on the event owner, creation date, reference number (circled in red), cabinet, and folder.

Section	Field	Value
General	Event Name	FPS Conference
	Event Title	Facilities Planning and Scheduling Conference
	Event Type	Conference
	Organization	FACILITIES PLANNING AND SCHEDULING
	Scheduler	25LiveViewer Seat
	Requestor	Demo User
	Head Count	15 expected 0 registered
Event Info	Event Owner	Demo User
	Creation Date	Wed Feb 13 2019
	Reference	2019-ABWTAX
	Cabinet	2019 SPECIAL EVENTS

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 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)