

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.

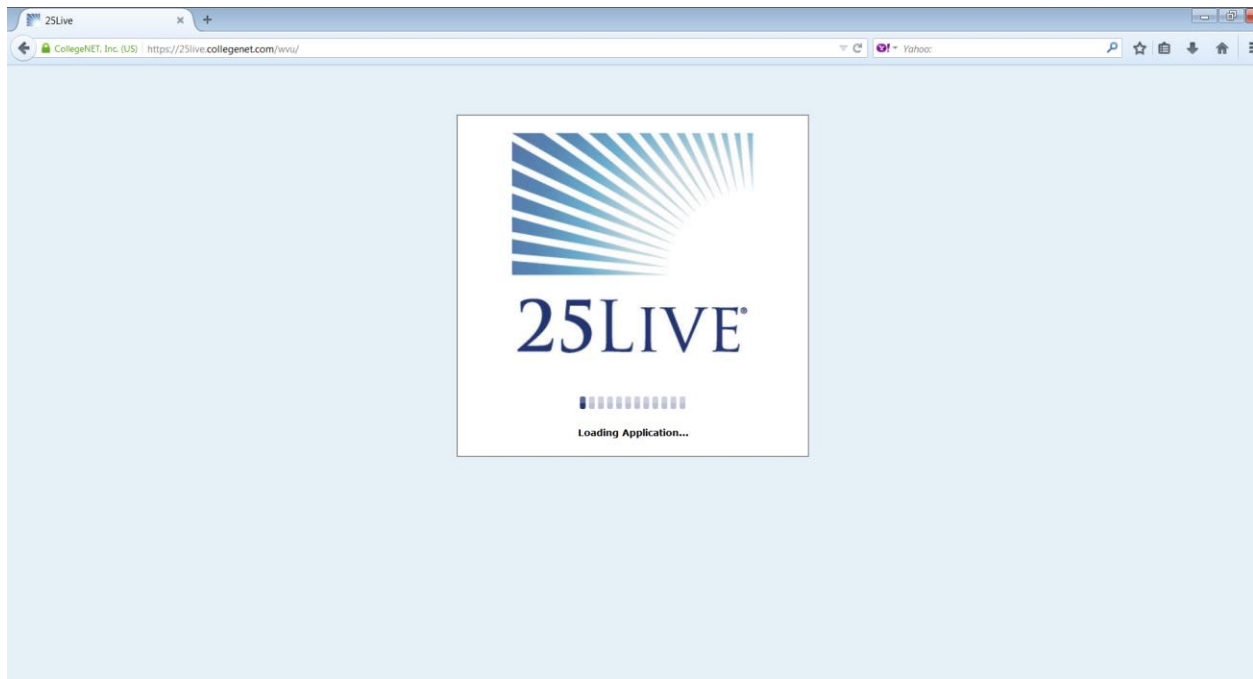
SUPPORTED BROWSERS

Mozilla Firefox and Google Chrome are the recommended browsers for accessing 25Live.

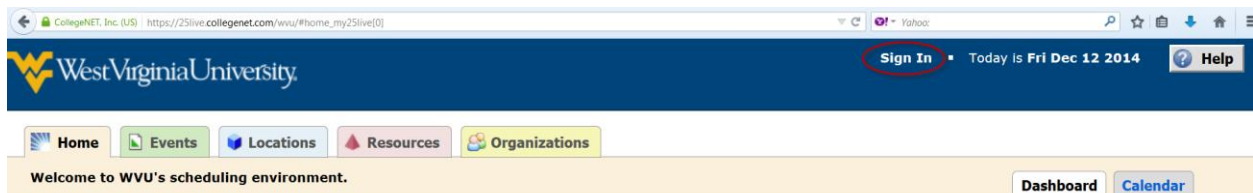
Do not use Internet Explorer.

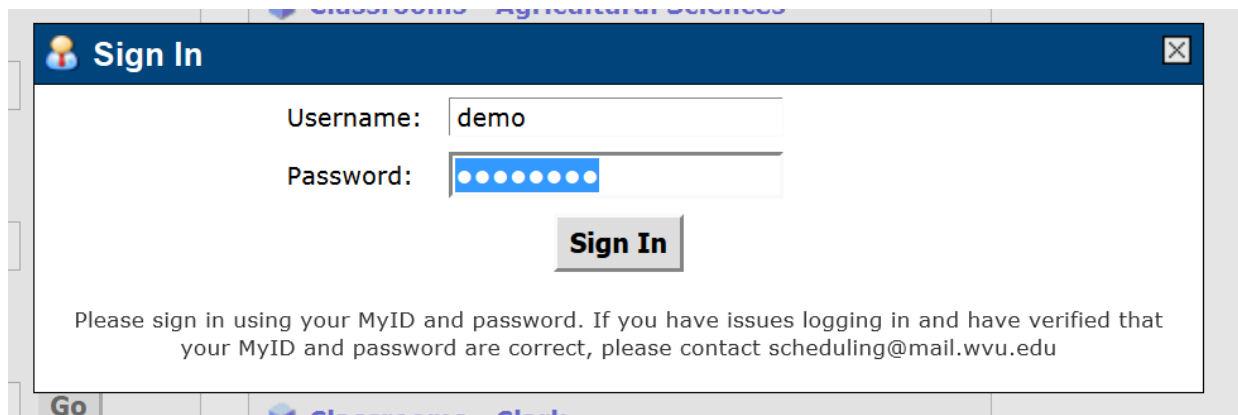
How to Request an Event through the Event Creation and Editing Tab

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.





Sign In

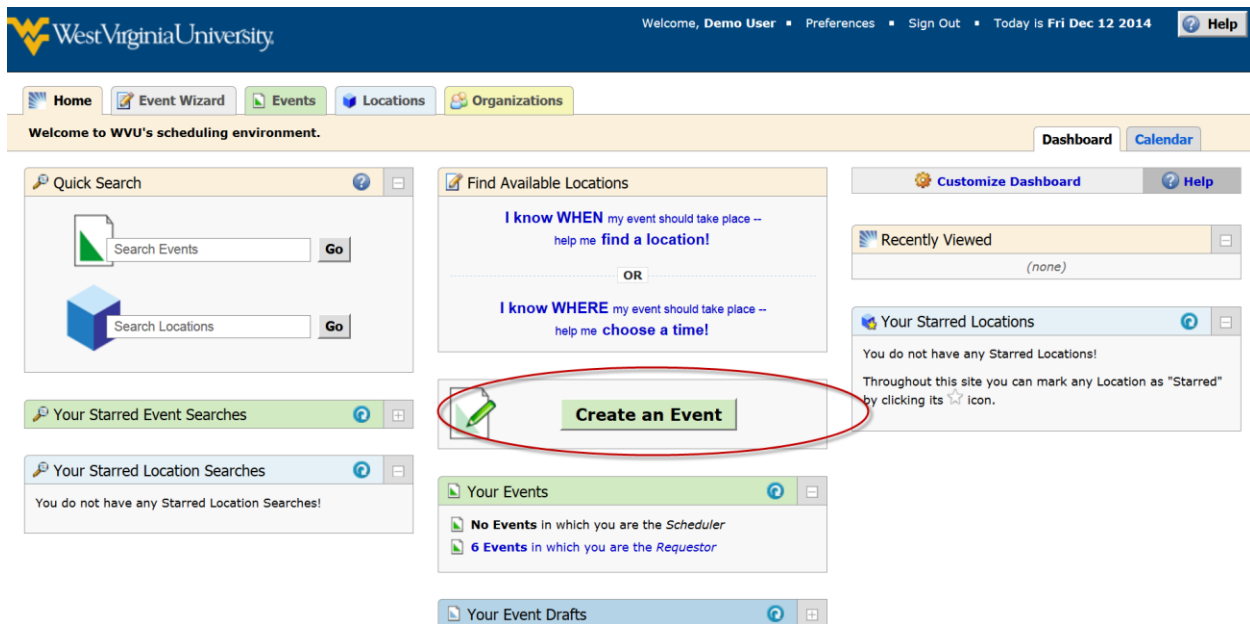
Username:

Password:

Sign In

Please sign in using your MyID and password. If you have issues logging in and have verified that your MyID and password are correct, please contact scheduling@mail.wvu.edu

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



West Virginia University

Welcome, Demo User | Preferences | Sign Out | Today is Fri Dec 12 2014 | Help

Home | Event Wizard | Events | Locations | Organizations

Welcome to WVU's scheduling environment.

Dashboard | Calendar

Quick Search

Search Events Go

Search Locations Go

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!

Customize Dashboard | Help

Recently Viewed

(none)

Your Starred Locations

You do not have any Starred Locations!

Throughout this site you can mark any Location as "Starred" by clicking its ☆ icon.

Your Starred Event Searches

Your Starred Location Searches

You do not have any Starred Location Searches!

Create an Event

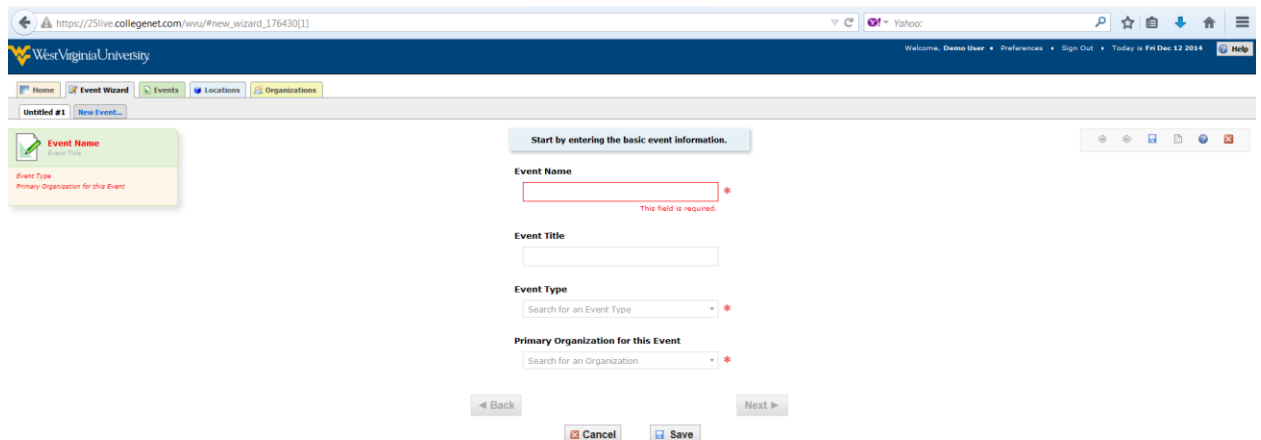
Your Events

No Events in which you are the Scheduler

6 Events in which you are the Requestor

Your Event Drafts

4. The “Event Wizard” tab will load.



https://25live.collegenet.com/wvu/#new_wizard_176430[1]

West Virginia University

Welcome, Demo User | Preferences | Sign Out | Today is Fri Dec 12 2014 | Help

Home | Event Wizard | Events | Locations | Organizations

Untitled #1 | New Event...

Event Name

Event Title

Event Type

Search for an Event Type

Primary Organization for this Event

Search for an Organization

Back | Cancel | Save | Next

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.

The screenshot shows the 'Event Wizard' interface for West Virginia University. The top navigation bar includes 'Home', 'Event Wizard', 'Events', 'Locations', and 'Organizations'. The left sidebar shows a 'FPS Conference' card with a green checkmark and the text 'Facilities Planning and Scheduling Conference'. The main form area is titled 'Start by entering the basic event information.' and contains the following fields:

- Event Name:** A text box containing 'FPS Conference' with a green checkmark to its right.
- Event Title:** A text box containing 'Facilities Planning and Scheduling Conference'.
- Event Type:** A dropdown menu with the placeholder text 'Search for an Event Type' and a red asterisk to its right.
- Primary Organization for this Event:** A dropdown menu with the placeholder text 'Search for an Organization' and a red asterisk to its right.

At the bottom of the form are buttons for '< Back', 'Cancel', 'Save', and 'Next >'.

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

This screenshot shows the 'Event Wizard' form with the 'Event Type' dropdown menu open. The form is titled 'Start by entering the basic event information.' and contains the following fields:

- Event Name:** A text box containing 'FPS Conference' with a green checkmark to its right.
- Event Title:** A text box containing 'Facilities Planning and Scheduling Conference'.
- Event Type:** A dropdown menu that is open, showing a list of options. The top option is 'Conference', which is highlighted with a green border and a green checkmark to its right. Below it, the text 'Conf' is visible, suggesting a search or filter function. The dropdown also shows 'Search for an Organization' at the bottom with a red asterisk to its right.

At the bottom of the form are buttons for '< Back', 'Cancel', 'Save', and 'Next >'.

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 or type.

Start by entering the basic event information.

Event Name
 ✓

Event Title

Event Type
 ☆ ▼ ✓

Primary Organization for this Event

Search for an Organization

FAC

ASST VP FACILITIES

ATHLETIC FACILITIES

FACILITIES AND SERVICES

FACILITIES MANAGEMENT

FACILITIES PLANNING AND SCHEDULING

Browse...

◀ Back

Next ▶

This is what you see if you click on Browse. Do not use the categories option.

Select an Organization

Find By...

Your Starred Organizations

Search

Index

Types

Categories

Search

Search by Organization Name:

Search

Cancel Save

8. Hit the “Next” button to go on to the second page of the request form.

Start by entering the basic event information.

Event Name
 ✓

Event Title

Event Type
 ☆ ▼ ✓

Primary Organization for this Event
 ☆ x ▼ ✓

◀ Back

Cancel Save

Next ▶

9. Enter an Expected Head Count (required) and hit “Next” Button.

Enter additional basic event information.

Expected Head Count

15

◀ Back

Cancel Save

Next ▶

10. 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

Cancel Save

Next ▶

11. Enter the Event Date and Time (required). You are only able to request events with at least a 48 hour notice. **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.** Then hit “Next” Button to go to the location page.

Home Event Wizard Events Locations Organizations

FPS Conference New Event...

FPS Conference
Facilities Planning and Scheduling Conference

Conference
FACILITIES PLANNING AND SCHEDULING
15 Attendees Expected
Tue Jan 13 2015 10:15 am -
Tue Jan 13 2015 11:15 am
Event Requests
Event Locations

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: Tue Jan 13 2015 10:15 am

Event End: Tue Jan 13 2015 11:15 am

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

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

◀ Back

Cancel Save

Next ▶

Date Restrictions
Event occurrences that you create are restricted to:
At least 0 days from today

Event Duration:
1 Hour

12. 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:

- **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.

Find and select EVENT LOCATIONS.

★ [Your Starred Locations...](#)

🔍 **Search by Location Name...**

ESB

ESB-E 801 Engineering Sciences Building 801 Max Capacity: 60	✓
ESB-E 953 Engineering Sciences Building 953 Max Capacity: 26	🚫
ESB-E G102 Engineering Sciences Building G102 Max Capacity: 132	⚠️
ESB-E G11	⚠️

☐ Show only my authorized locations that have no time conflicts

☒ Enforce head count

[Refresh](#)

[Saved Searches...](#)

[Advanced Search...](#)

- **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.

Find and select EVENT LOCATIONS.

* You must select at least one location.

Your Starred Locations...

Search by Location Name...

Saved Searches...

Your Starred Searches

All of Your Searches

Public Searches

Conference Rooms

GP Classrooms, Campus - All

GP Classrooms, Campus - Downtown

GP Classrooms, Campus - Evansdale

GP Classrooms, Tech - Dept Tech 1

GP Classrooms, Tech - Dept Tech 2

☒ Show only my authorized locations that have no time conflicts
 ☒ Enforce head count

Refresh

Advanced Search...

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

Find and select EVENT LOCATIONS.

* You must select at least one location.

Your Starred Locations...

Search by Location Name...

Saved Searches...

Advanced Search...

Features: Dual Projector System

ALL ANY

Categories: Computer Lab

ALL ANY

Layouts: Choose a layout...

ALL ANY

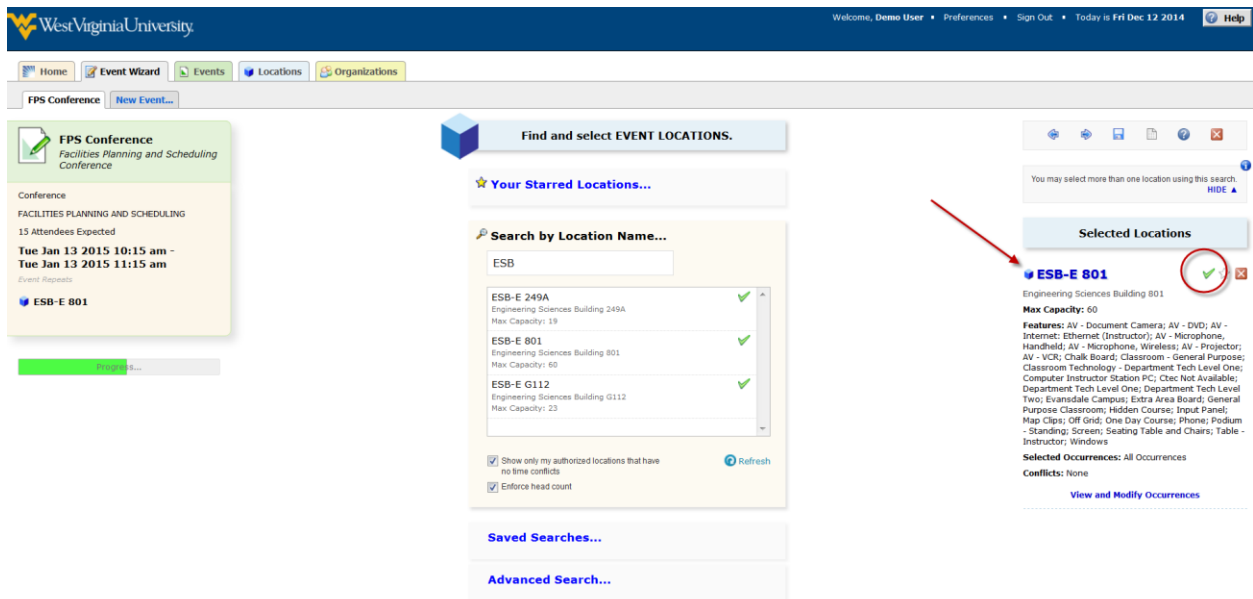
Capacity: 10 - 200

Search

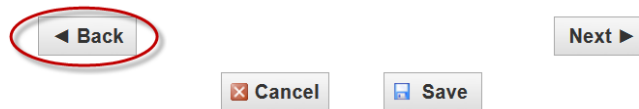
☒ Show only my authorized locations that have no time conflicts
 ☒ Enforce head count

Refresh

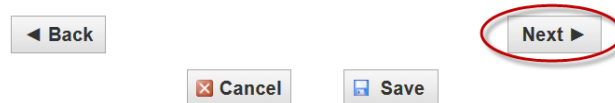
After finding the preferred room, click on that to select the room. You may search and request more than one location for your event with the same date and time by searching and selecting additional spaces. You may reserve a location that is smaller than your expected head count if you are reserving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



13. 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.



14. Then hit “Next” Button to go to the contact information page and hit “Next” Button.



15. 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

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.

16. 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.

Add additional COMMENTS and NOTES for this event.

Internal Notes
Comment

17. 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.

West Virginia University

Welcome, Demo User • Preferences • Sign Out • Today is Fri Dec 12 2014 • Help

Home Event Wizard Events Locations Organizations

FPS Conference New Event...

FPS Conference
Facilities Planning and Scheduling Conference

Conference
FACILITIES PLANNING AND SCHEDULING
15 Attendees Expected
Tue Jan 13 2015 10:15 am -
Tue Jan 13 2015 11:15 am
Event Repeats
ESB-E 801
PAS-E 103
Contact Name; Contact Phone Number; Contact Email Address
Comment
Terms of Use Policy

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

Back Next

Cancel Save

Progress

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.

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.

Back Next

Cancel Save

19. Hit “Save” Button to submit your request.

Back Next

Cancel **Save**

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. To access your event “Reference Number”, Click on “View Details” Button.

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