

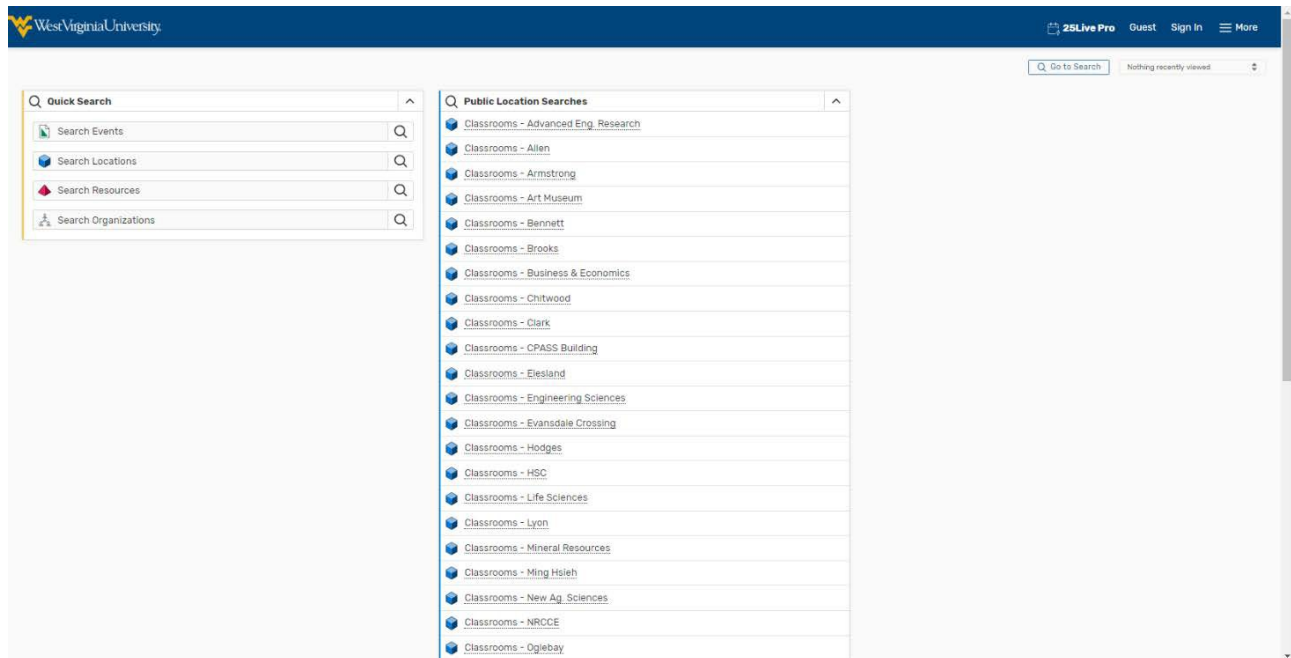
Event Scheduling at WVU through 25Live at
<https://25live.collegenet.com/pro/wvu>

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.

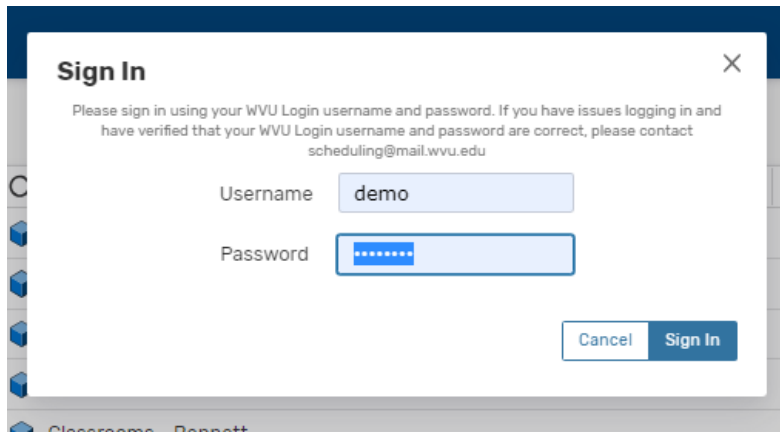
Not for use in requesting classrooms for Credited Courses.

How to Request an Event through the Event Shortcut – I Know WHEN My Event Should Take Place – Help Me Find a Location!

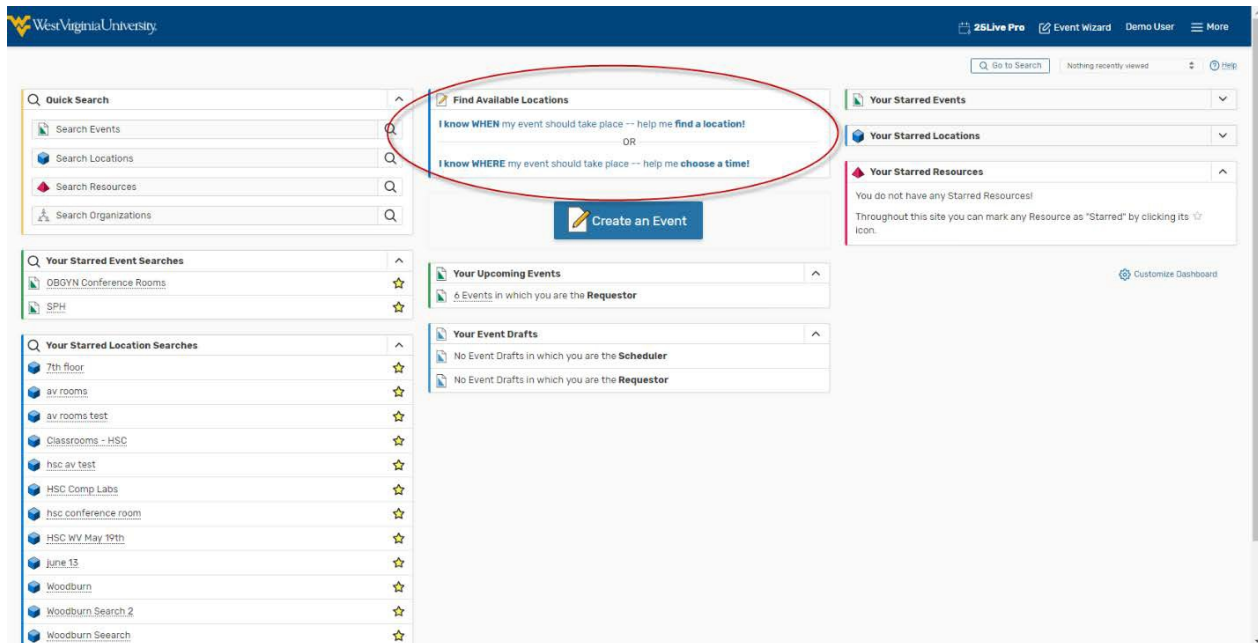
1. To access 25Live: <https://25live.collegenet.com/pro/wvu>




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.



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



4. Select the first option “I know WHEN my event should take place – help me find a location!”


 **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!

- The date will default to today's date, **BUT** you must request an event at least 2 business days in advance!

 **Find Available Locations** ←

Enter the desired date and time for your event:

Thu Mar 28 2019 ←

Date:

Start Time: 15:00 ←


End Time: 16:00

Number of Attendees: (required)

Search within: Select a Location Search... ▾

Show me what's available!

- Enter the expected head count and select a relevant location search from the drop down menu.

 **Find Available Locations** ←

Enter the desired date and time for your event:

Thu Mar 28 2019

Date:

Start Time: 15:00

End Time: 16:00

Number of Attendees: 25 (required) ←

Search within: GP Classrooms, Campus - Downtown ▾ ←

Show me what's available!

7. Click "Show me what's available!" to see the space options available at that day/time. Only available locations will display.

Find Available Locations

Enter the desired date and time for your event:

Date:

Start Time:

End Time:

Number of Attendees: (required)

Search within:

BKH-D 302 [Use This Location](#)

Brooks Hall 302

Max Capacity: 30

We searched Matching Locations with a Max Capacity between **25** and **30** and found **1 Available Location** for your selected Date and Time.

[Do you want to check Matching Locations with a Smaller Capacity?](#) [Do you want to check Matching Locations with a Larger Capacity?](#)

Need more options? Try the Location Search...

8. You can also choose to look for spaces with a larger or smaller max capacity (than your expected headcount) or try a more detailed location search.

Find Available Locations

Enter the desired date and time for your event:

Thu Mar 28 2019

Date:

Start Time: 15:00

End Time: 16:00

Number of Attendees: 25 (required)

Search within: GP Classrooms, Campus - Downtown

BKH-D 302 [Use This Location](#)
Brooks Hall 302
Max Capacity: 30

We searched Matching Locations with a Max Capacity between **25** and **30** and found **1 Available Location** for your selected Date and Time.

Do you want to check Matching Locations with a Smaller Capacity? Do you want to check Matching Locations with a Larger Capacity?

Need more options? Try the Location Search...

9. Once you select “Use This Location” on a space, it will take you to the “Event Creation and Editing” tab.

Find Available Locations

Enter the desired date and time for your event:

Thu Mar 28 2019

Date:

Start Time: 15:00

End Time: 16:00

Number of Attendees: 25 (required)

Search within: GP Classrooms, Campus - Downtown

BKH-D 302 [Use This Location](#)

Brooks Hall 302
Max Capacity: 30

We searched Matching Locations with a Max Capacity between **25** and **30** and found **1 Available Location** for your selected Date and Time.

[Do you want to check Matching Locations with a Smaller Capacity?](#) [Do you want to check Matching Locations with a Larger Capacity?](#)

Need more options? Try the Location Search...

10. 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.

Start by entering the basic event information.

Event Name
* ←
This field is required.

Event Title
 ←

Event Type
Selected Type ▼ *

Primary Organization for this Event
Search for an Organization ▼ *

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

Start by entering the basic event information.

Event Name
*
This field is required.

Event Title

Event Type
Selected Type ^*
Academic Ad-hoc ☆
Break Out Session ☆
Camp ☆
Clinic ☆
Club Activity ☆
Conference ☆

Cancel Save

12. 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 titled "Start by entering the basic event information." with the following fields:

- Event Name:** FPS Conference (with a green checkmark)
- Event Title:** Facilities Planning and Scheduling Confere
- Event Type:** Conference (with a star icon and a dropdown arrow)
- Primary Organization for this Event:** A dropdown menu is open, showing a search bar and a list of organizations. The top item, "FACILITIES PLANNING AND SCHEDULI...", is selected and has a green checkmark. A red arrow points to this selection. A "Browse..." button is circled in red at the bottom of the dropdown list.

13. Hit the "Next" button to go on to the second page of the request form.

The screenshot shows the bottom navigation bar with the following buttons:

- ← Back
- × Cancel
- Save (with a floppy disk icon)
- Next → (circled in red)

14. Check Expected Head Count and hit "Next" Button to go to the next page.

Enter additional basic event information.

Expected Head Count

✓ 15

← Back

Next →

× Cancel

Save

15. Click “No” Button if you need this reservation for a single day. (Please refer to other instruction for Multiple Days)

Is this a repeating event?

No
This event happens only once.
Any other related events are separate and distinct.

Yes
This event occurs multiple times.
It repeats daily, weekly, monthly, or irregularly (ad hoc).

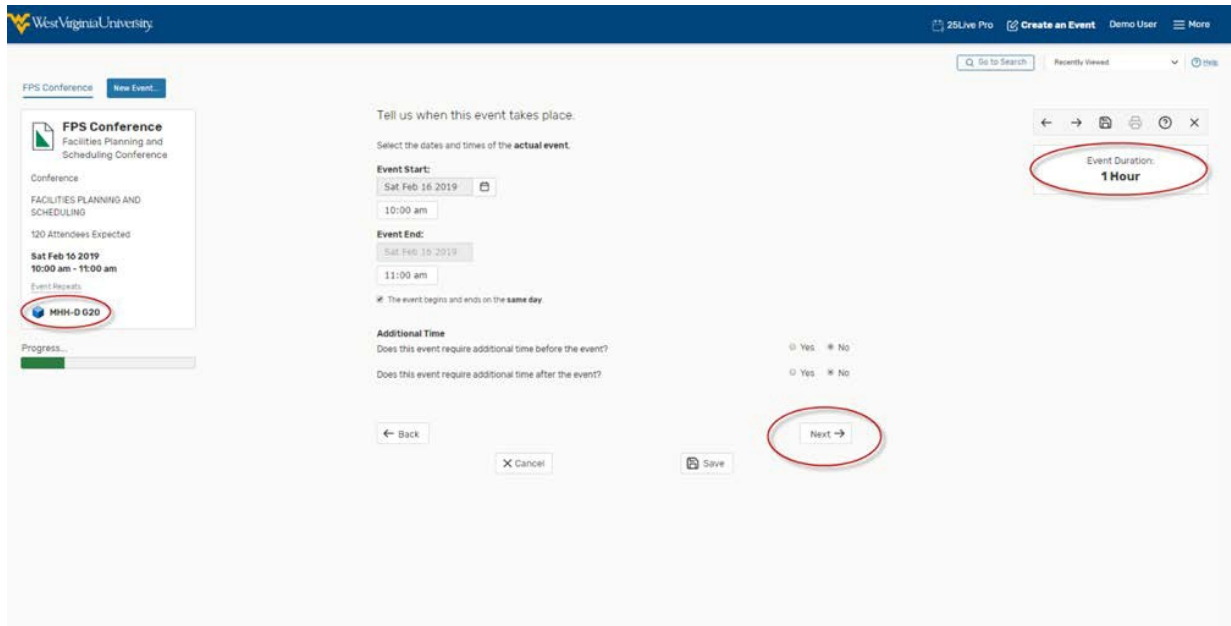
← Back

Next →

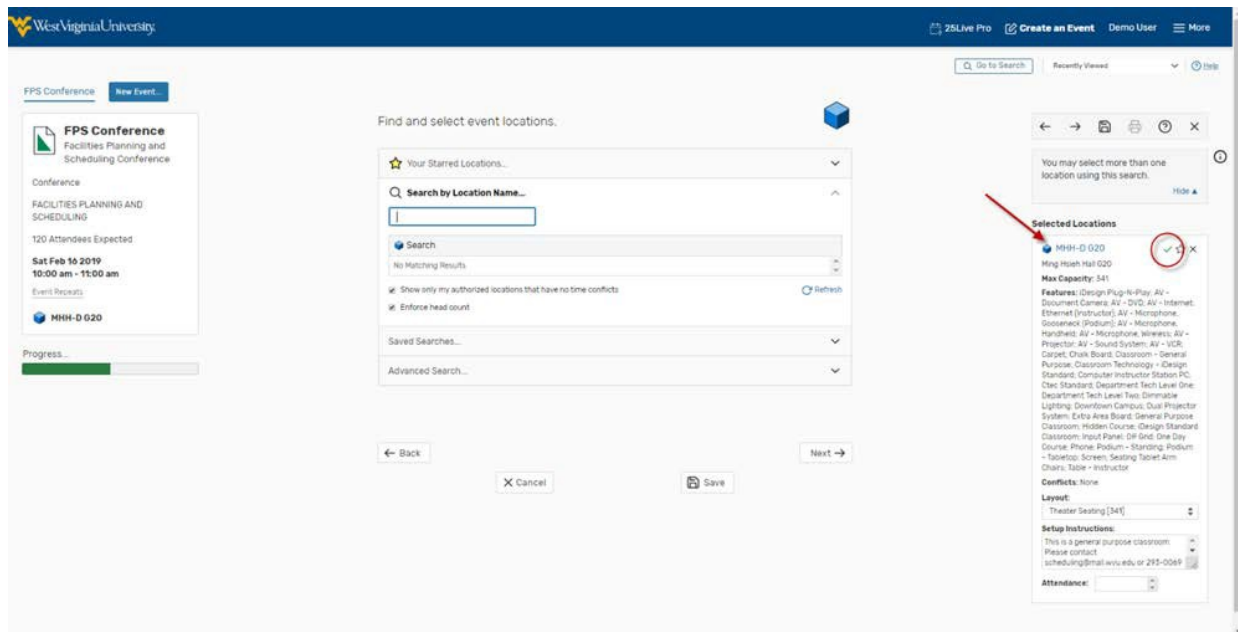
× Cancel

Save

16. The Event Date and Time will prepopulate from the “Find a Location” 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 Duration and hit “Next” button.



17. The Event Location will prepopulate from the “Find a Location” quick start option.



18. Hit “Next” Button to go to the next page.

19. 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 EmailAddress
- b. Contact Name
- c. Contact Phone Number

Select event custom attributes for this event.

- Contact Email Address**
- Contact Name**
- Contact Phone Number**

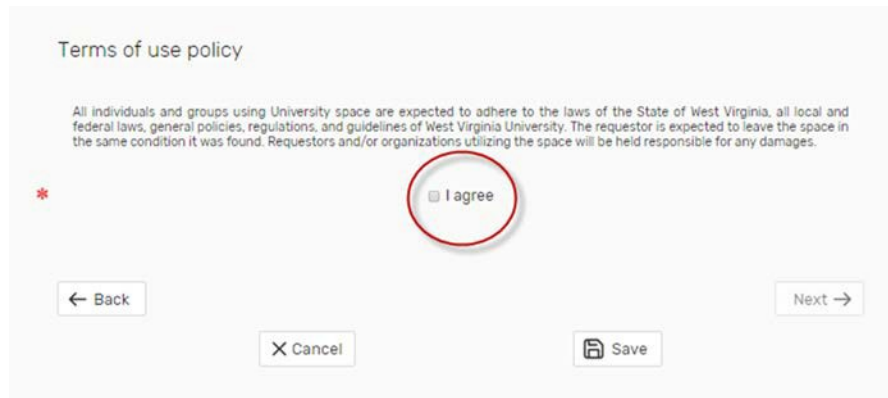
20. Click on "Next" Button to go to the next page.

21. 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.

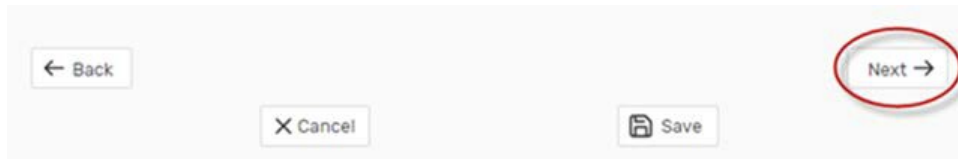
Add additional comments and notes for this event.

Internal Notes

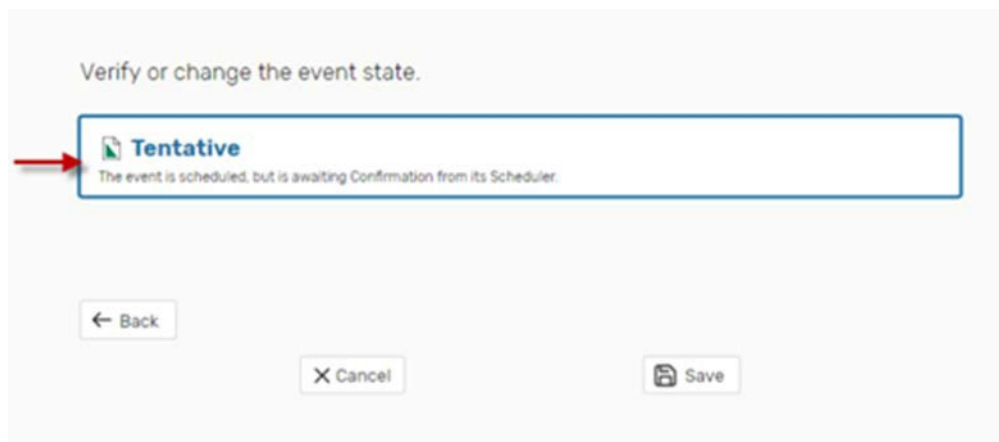
22. Review the Terms of Use Policy and click “I Agree” to continue with your assignment.



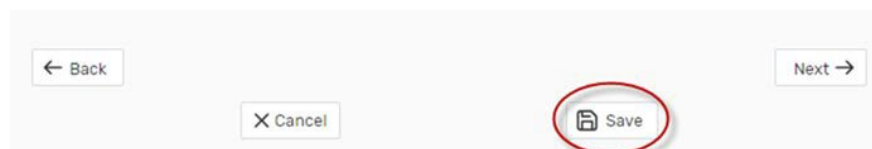
23. Hit the “Next” button to go on to the final page of the request form.



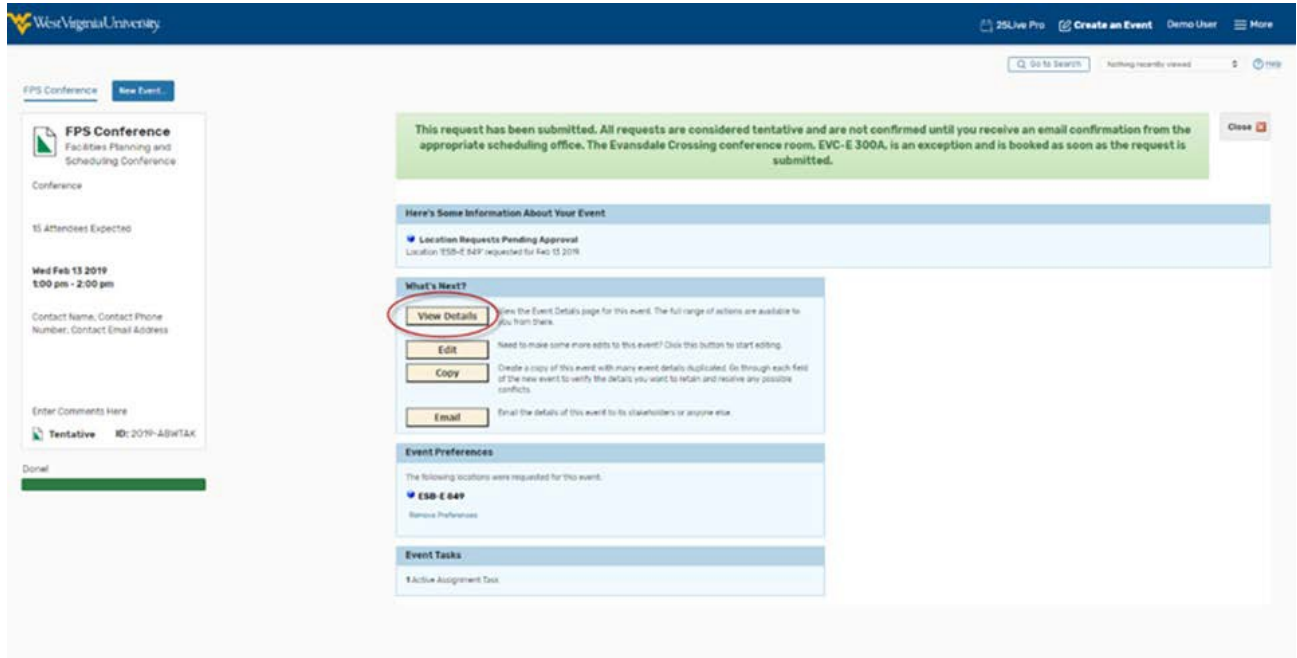
24. Select “Tentative” as your Event State (required). Please note that this request is considered tentative until you receive an email confirmation from the appropriate scheduler.



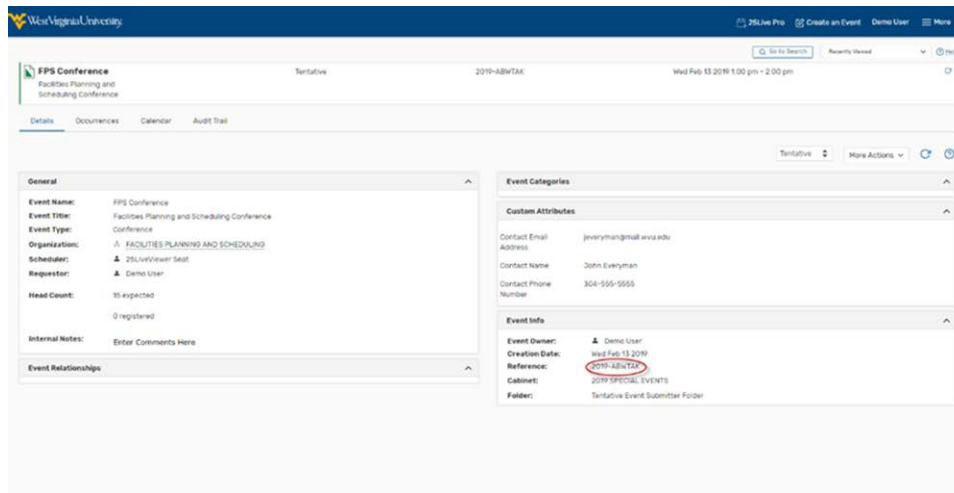
25. Click “Save” Button to submit your request.



26. 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.



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



28. 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