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

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!

WestVirginiaUniversity.			📇 25Live Pro Guest Sign In 🗮 More
			Q Go to Search Nothing recently viewed
Quick Search	^	Q Public Location Searches ^	
Search Events	Q	Classrooms - Advanced Eng. Research	
Search Locations	Q	Classrooms - Allen	
		Classrooms - Armstrong	
Search Resources	Q	Classrooms - Art Museum	
a Search Organizations	Q	Classrooms - Bennett	
		Classrooms - Brooks	
		Classrooms - Business & Economics	
		Classrooms - Chitwood	
		Classrooms - Clark	
		Classrooms - CPASS Building	
		Classrooms - Elesland	
		Classrooms - Engineering Sciences	
		Classrooms - Evansdale Crossing	
		Classrooms - Hodges	
		Classrooms - HSC	
		Classrooms - Life Sciences	
		Classrooms - Lyon	
		Classrooms - Mineral Resources	
		Classrooms - Ming Hsieh	
		Classrooms - New Ag. Sciences	
		Classrooms - NRCCE	
		Classrooms - Oglebay	

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.

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

			Q Go to Search Nothing recently viewed C 🕄
Q Oulck Search	~	Find Available Locations	Your Starred Events
Search Events	A	I know WHEN my event should take place help me find a location!	Your Starred Locations
Search Locations	a	UR I know WHERE my event should take place help me choose a time!	
Search Resources	Q		
📩 Search Organizations	Q	Create an Event	You do not have any Starred Resources! Throughout this site you can mark any Resource as "Starred" by clicking its \dot{w} icon.
Q Your Starred Event Searches	•		icon.
DBGYN Conference Rooms	\$	Your Upcoming Events	🚱 Customize Dashboard
SPH SPH	☆	6 Events in which you are the Requestor	
Q Your Starred Location Searches		Your Event Drafts	
7th floor	\$	No Event Drafts in which you are the Scheduler	
e av rooms	\$	No Event Drafts in which you are the Requestor	
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Classrooms - HSC	\$		
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4. Select the first option "I know WHEN my event should take place – help me find a location!"



5. 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!	

6. 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!	

 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:	
Thu Mar 28 2019	
Date:	
Start Time: 15:00	
End Time: 16:00	
Number of Attendees: 25 (required)	
Search within: GP Classrooms, Campus -	
BKH-D 302 Use This Location Brooks Hall 302 Max Capacity: 30	in
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 MatchingDo you want to check MatchingLocations with a Smaller Capacity?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	\leftarrow
Enter the desired date and time for your event:	
Thu Mar 28 2019	
Start Time: 15:00	
End Time: 16:00	
Number of Attendees: 25 (required)	
Search within: GP Classrooms, Campus - Downtown	
BKH-D 302 Brooks Hall 302 Max Capacity: 30	Use This Location
We searched Matching Locations with a Max Capacity b found 1 Available Location for your selected Date and	
	nt to check Matching Konger Value And Anger 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	'n
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 MatchingDo you want to check MatchingLocations with a Smaller Capacity?Locations with a Larger Capacity?	
Need more options? Try the Location Search	

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		

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

			1
This field is required.			J
Event Title			
			/
Event Type			
Selected Type		^	*
Academic Ad-hoc		-	1
Break Out Session			*
Camp			
Clinic			
Club Activity			
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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.

FPS Conference Event Title Facilities Planning and Scheduling	
Facilities Planning and Scheduling	
	Confere
Event Type	
Conference	☆ ~
Primary Organization for this Event	2
FACILITIES PLANNING AND SCHEDU	LI_ × ×
Q	
ACADEMIC AFFAIRS, HONORS PROGR	
ARTS AND SCIENCES, EBERLY COLLEG	
CREATIVE ARTS, COLLEGE OF	
EDUCATION AND HUMAN SERVICES, O	
EMERGENCY MEDICINE, DEPARTMENT	OF 🏠
ENGLISH, DEPARTMENT OF	

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

← Back			(Next →
	× Cancel	Save	\bigcirc

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

			basic event infor	mation.	
15	pected He	¢	it.		
÷	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)

his event happens only once. ny other related events are separate and distinct.	events are separate and distinct. urs multiple times.	No		
	urs multiple times.			
es		Any other related	d events are separate and distinc	L.
es		100		
		Yes		
his event occurs multiple times.	akly monthly or irregularly (ad boc)			
repeats daily, weekly, monthly, or irregularly (ad hoc).	reciy, monthly, of inegularly (ad not).	It repeats daily, v	veekly, monthly, or irregularly (ad	hoc).

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.

🔆 West Virginia University.			🟥 25Live Pro 🛛 🕜 Create an Event Demo User 🗮 More
Vers Vagual CLAVCHS	Tell us when this event takes place. Select the dates and times of the actual event Event Exer Dig Tell 16 2019 Dig	© Yes € No © Yes € No Ves € No Next→	

17. The Event Location will prepopulate from the "Find a Location" quick start

option.

Xést Virginia University.			25Live Pro 🕜 Create an Event Demo User 🗮 Mon
5 Conference New Event.			Q. Go to Search Recently Viewed 🗸 🔇
FPS Conference	Find and select event locations.	9	← → 圖 ⊕ ③ ×
Facilities Planning and Scheduling Conference	Your Starred Locations	*	You may select more than one location using this search.
CILITIES FLANNING AND HEDULING	Q. Search by Location Name_		нога
) Attendees Expected	Search		Selected Locations
t Feb 16 2019 :00 am - 11:00 am	No Matching Results	0	Hing Holeh Hall 020 Max Capacity: 341
I MHH-D G20	 Show only my authorized locations that have no time conflicts Enforce head count 	Cf Retriest	Features: (Design Plug-N-Pluy, AV - Ducument Camera, AV - OVD, AV - Internet, Ethernet (Vistructur), AV - Microphone, Godeeneck (Postum), AV - Microphone,
ress.	Saved Searches_	~	Handheit: AV - Microphone, Wiewest: AV - Projecta: AV - Sound System: AV - VCR, Carpet, Chrisk Board, Costorion - General
693	Advanced Search	~	Purpose, Classroom Technology + (Design Standard, Computer Instructor Station PC, Ctec Standard, Department Tech Level One-
			Department Tech Level Two, Dimmable Lighting: Downhown Campus, Duai Projectar System, Exto Area Band, General Purpose Classroom, Hidden Course, Oesign Standord Classroom, Hidden Course, Oesign Standord
	← Back	Next ->	Classroom: input Parke: Um land; bied bay Dourse: Phone: Podium - Standing: Podium - Tabletop: Screen, Seating Tablet Arm Chains: Table - Instructor
	× Cancel	B Save	Conflicts: Nove
			Leyout: Theater Seating [341] \$
			Setup Instructions: This is a permit purpose classroom Please contact ischeduling@mail.wivu.edu.or 295-0069
			Attendance:

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

Contact Er			
Jeveryn	nan@mail.wvu.edu		
Contact Na	ame		
John Ev	reryman	•	
Contact Pl	hone Number		
304-55	5-5555	←	
← Back			Nex

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

← Back			(Next →
	× Cancel	Save	

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.

nternal Notes Enter Comments I	Joral	
inter comments r	1010	
← Back		Next -

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

All individuals and o	roups using University space are expected	to adhere to the laws of the State of W	est Viminia, all local and
federal laws, general	policies, regulations, and guidelines of West t was found. Requestors and/or organization	Virginia University. The requestor is expect	ted to leave the space in
		agree	
← Back			$_{\rm Next} \rightarrow$
		B Save	

23. Hit the "Next" button to go on to the final page of the requestform.

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	× Cancel	B Save	\bigcirc

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.

Tentativ			
The event is schedu	ed, but is awaiting Confirmation from its Sch	edurer.	
← Back			

25. Click "Save" Button to submit your request.

← Back		Next
	× Cancel	(a save)

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.

S Conference Ree Event	Q 0015 Statyth Atthey reantly viewed \$
FPS Conference Facilities Planning and Scheduling Conference	This request has been submitted. All requests are considered tentative and are not confirmed until you receive an email confirmation from the appropriate scheduling office. The Evansdale Crossing conference room. EVC-E 300A, is an exception and is booked as soon as the request is submitted.
Conference	
5 Attendees Expected	Here's Some Information About Your Event # Location Inquests Pending Approval
ed Feb 13 2019 00 pm - 2:00 pm	Limition 158-5 NP Reported for Apr 15 2019 Minit's Next?
ontact Name, Contact Phone umber, Contact Email Address	Usee Details Into the Event Details jugge for this event. The full range of actions are available to pice than their. Edit Name is to make some more exists to this event? Disk this builton to start editing. Copy Details some with wells many event details, builton to start editing of the two with this in the sound to indicate and more want to indicate and more and and the sound to indicate and more and possible
ter Comments Here	conflicts. fmail
Tentative ID: 2019-ABWTAK	
	Event Preferences The following isochurs were required for this went.
	Event Tasks
	Ractive Assignment Tass

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

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28. You will also receive an email letting you know that you 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