

# 25Live Tips

## *Reserving Spaces in the University Center and Blue Ridge*

1. To access 25Live directly from wcu.edu, please scroll all the way to the bottom and click Space Reservations under Faculty & Staff Resources.
2. Make sure that your name is showing at the top of the 25Live screen.
3. Firefox is the best browser in which to launch 25Live.
4. Once the reservation has been saved, you cannot change the event type.
5. When you change the start time on an event the end time will also automatically change, and vice versa.
6. In order to reserve multiple meetings, you have to click on the day you want it repeated and the last date of the repeat.
7. Locations can be starred and put onto your personal favorites list.
8. After you search for the location, you have to click on it for the location to attach to the reservation. If there is no space attached, the reservation will sit in a folder and not be sent to any approvers. The location should show up on the right side of the screen when you click on it.
9. Once a location has been selected, the scheduler name should automatically populate according to the space you have chosen. Please do not change this name. Your role is the Requestor only.
10. When you get to the last page, check the left side of the screen. You should be able to see the title of the event, date, time, your name, the approver name, and the space you have chosen.
11. If anything on the left side shows up in red, there is a problem with the option you have chosen.
12. Once you complete your request within 25Live, you will receive an automated message from the 25Live system; this is NOT a confirmation! Once your reservation request has been processed and approved, you will receive a confirmation email directly from either Linda Snyder or Michael Rymell.
13. If you have not heard from Linda Snyder or Michael Rymell within 24 hours, please contact them about your event. ([lgsnyder@wcu.edu](mailto:lgsnyder@wcu.edu) or [mrymell@wcu.edu](mailto:mrymell@wcu.edu) or 227-7206)