Using 25Live to Approve and Create Space Requests
Using 25Live to Approve and Make Requests

Overview

25Live is the University’s Space and Calendar Management System. It can be accessed at the following link: https://25live.collegenet.com/wcu/- or from the University’s homepage under Faculty and Staff (http://www.wcu.edu/faculty-staff/index.asp).

Everything created in 25Live is called an event. These can be space request (room reservation), notifications that go on calendars, or large-scale University Events (as defined by University Policy #110).

Keep in mind that you can always consult the online help if you have questions about what to do. Click the Help general “Help” button in the upper right of the page to access all Help topics, or click the Help icon in the navigation bar to access context-specific help for the current view or functional area.
The following is an outline of how to approve space requests
Finding Events that need approvals

To find events on which you’re listed as the scheduler, Look in the box called “My events” if you are the primary approver. This shows ALL events in which you’re the scheduler, both confirmed and tentative.

To find only events that need to be approved, use the “Your Tasks” box.

Spaces will need to be assigned, and then the event confirmed. (When you sign in, it will tell you if there are any tasks that need to be completed).
Reviewing the event

Click on the Event Name to open it.

You’ll then see all the information you need.

Note that all requests come through as Tentative, so the space is already in reserve unless you cancel the request.
Review for any issues. You may then edit the event if need.

Click the + beside the assignment. The box will expand, and you can “Assign” the location formally. Click the word “Assign?” and it will be done. If you have multiple dates, click “More Actions” and choose to assign all at once.

To Confirm or Cancel, change the drop-down menu that says Tentative.
Emailing the Requestor

Emails should be sent to the requestor when you approver/cancel the request.

Click “More Actions” and select “Email Event Details.”
Make sure to select the box by the Requestor’s name. If you wish to include anyone else, Click the word “To” (in blue).
Type your message, and hit send.

You’re done!
The remainder of this document is an outline of how to request space
Opening the Event Wizard

To start creating an event, click the green “Create an Event” button. You may also click the Event Wizard tab to open the wizard.

(Insert dashboard screenshot)
**Entering basic information**

Enter an Event Name, and select an Event Type and Primary Organization. The Event Name is how the event will appear on web calendars and in searches. If fields are mandatory, an asterisk will appear to the right of it. Once mandatory fields are entered, the asterisk becomes a check mark.

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**Event Name**
Forensics Society Meeting

**Event Title**
Monthly Meeting

**Event Type**
Club Meeting

**Primary Organization**
STUDENT AFFAIRS

**Additional Organizations**
Search for Additional Organizations

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Click “Next” to enter additional basic information.
Enter additional basic information

Enter the event’s expected head count, and event description. The Event Description is used to describe the purpose of your space request. If it will be published to a calendar, it should also describe the overall event (this is a good PR opportunity). Please do not use the Event Description to leave notes for the space approver.

Click “Next” to add event occurrence information.
Does the event repeat?

If the event has more than one occurrence, select “Yes;” if it has a single occurrence, select “No.”

Click “Next” to set the event start/end date and time.
What is the first occurrence date?

Specify the date and times of the first occurrence date of the event. If your event occurs on multiple days, you’ll describe how it repeats later. *If your event has multiple occurrences that happen at different times, you’ll need to create separate events for each time.*

If the event requires Setup/Pre-Event and/or Post-Event/Takedown time, select the option you need, then set the number of days, hours, or minutes needed. This is useful for things like setting up, having catering delivered, or when doors open for a large event.

Click “Next” to set up multiple event occurrences, or if the event has only one occurrence click “Next” to select the event’s Location.
**How does the request repeat?**

If your space request has more than one occurrence, select how it repeats.

- **Ad Hoc Repeats**
  
  Individually select dates to add to the event.

- **Daily Repeats**
  
  Examples: Repeats every day for 5 occurrences; Repeats every 3rd day through a specific date.

- **Weekly Repeats**
  
  Examples: Repeats every week on Monday and Thursday for 12 occurrences; Repeats every other week through a specific date.

- **Monthly Repeats**
  
  Examples: Repeats every month on the 1st and 15th through a specific date; Repeats every 3rd Monday of the month for 6 occurrences.

- **Does Not Repeat**
  
  This event has only one occurrence.

Click “Next” to set the event’s occurrence dates.
Define the exact dates of the event

If you need to switch to a different kind of repeat pattern, select it from the drop-down at the top of the panel. Use the repeat date controls to define the event’s repeating pattern or ad hoc dates. Once defined, you see the dates in the Occurrence List at the bottom of the page.

Click “Next” to select the event’s location(s).
Select location(s)

Search for suitable locations by location name, or saved search. Public searches are available for your assistance. Locations that best fit your head count will appear higher in the list. If you’ve searched, choose one or more available locations for your event.

Please note: 25Live allows for multiple locations to be requested. However, the University practice is to request only one space/location per request and requests with multiple locations are not valid will not be routed properly.

A red triangle means the location is not available. A green check mark means the location is available. A green box with lines inside means the location is in use, but the event that is using it is willing to share the location. Make sure to select a location that is available.

If you need to un-assign a location for specific occurrences, choose a different room layout, and add setup instructions, click “View and Modify Occurrences” on the right.
Selecting Custom Attributes

Custom Attributes are where links to websites, videos, etc can be added. This is strictly a PR piece. For events that will go on the University calendar, please include any custom attributes needed.

Select CUSTOM ATTRIBUTES for this event.

- Audio Clip
- Buy Tickets
- Contact
- Detail Image
- Event Image
- Featured Level
Contacts

The location scheduler is automatically assigned to your event, based on the space you requested.

If you are the primary scheduler for this space, your name will show. If you are a back-up, it will be your primary.

If you are requesting a space you do not have rights to approve, this will be the primary scheduler’s name.

Select CONTACTS for this event.

Scheduler

Snyder, Elizabeth
Social/Clinical Research Spec
eceveny@email.wcu.edu

Requestor

Buchanan, Pamela
Executive Assistant

Click “Next” to add any comments or notes for the event.
Select Categories if necessary

If you use categories to push a request to a calendar, select it.

Select CATEGORIES for this event.

- 125 - Academics
- 125 - Community
- 125 - Student
- 125 - University
- 1960s - Classroom Presentations
- 1960s - Community Service & Involvement
- 1960s - Exhibitions
- 1960s - Movies
- 1960s - Performances
- 1960s - Speakers
- Academic
- Academic, Course-related
- Ace Main Events
- Administrative Sponsored
- Admissions
- Alumni
- Archived
- Art Exhibit
- Assess - Academic Review Site Visits
- Assess - Accreditation Site Visits
- Assess - Admin Review Site Visits
Add Comments and Notes

Enter appropriate comments and/or notes for the space request.

- Internal Notes can be seen only by people who are event contacts, like Requestor and Scheduler. This is a good place to leave set-up instructions and/or budget codes.

Click “Next” to choose the state of the event.
Choose event state

Click Tentative as the event type if you are requesting space that you do not approve. For spaces you do approve, choose Confirmed, and then click Save.

- **Tentative**
  The event is scheduled, but is awaiting Confirmation from its Scheduler.

- **Confirmed**
  The event is scheduled and confirmed.

- **Cancelled**
  This event has been cancelled, and all Location and Resource reservations will marked as cancelled.

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