## **Checking Room Availability**

Go to 25Live <u>25live.collegenet.com/pro/wvc</u>, or choose "Schedule an Event/Room" under Faculty and Staff Quicklinks on our Public website.

You will see this header at the top of the page. You are not logged in until you click "Sign In"

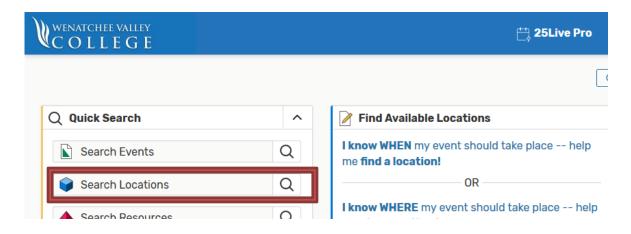


Sign in with your email address without the @wvc.edu, and use your normal network credentials. This system is synced with our network credentials.

Sign In		ser, please contact your adm	iinistrator.		L
	Username Password				L
	Fo	rgot your Password?	Cancel	Sign In	l
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WENATCHEE VALLEY COLLEGE			📇 25Live Pro	C Event Form	😭 Ta

Click on the link for 25Live Pro

Enter the room number you are wanting to check the availability for, and press Enter.



Select the room you are looking for. Using either the **Availability** or **Calendar** tab, check the date and time you are needing availability.

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If the room is available, and you would like to schedule it, click the **Pencil** icon, at the bottom of that day, to take you to the Event Wizard.

(Continued next page)

#### Event Wizard

**Name of Event:** This is a short name identifying this event.

**Expanded Event Name for Web Calendar:** This is a longer field, and it is the name that will show up on any web calendars that we decide to publish in the future. Not needed at this point.

**Type of Event:** All events need to be given a type. Select the appropriate type from the drop-down menu. You can 'Star' an Event Type to favorite it for next time.

Primary Organization or Sponsoring Department:

This is the 'owner' of this event – generally a Department or Committee. If you don't see one that will work for your event, submit a HelpDesk ticket listing the organization you are needing added. There is another field for additional Sponsoring Organizations.

#### **Number of Attendees**

## Enter how many participants you expect.

Please note: When you are looking for rooms, 25Live will only show rooms with enough listed capacity for your expected headcount.

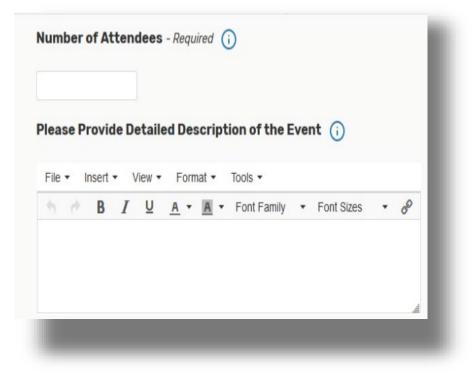
**Event Description:** This space allows you to add a detailed description for this event. It is not required.

#### **This Event Wizard**

This reservation wizard is designed to collect the information needed to schedule an event. Please be as detailed as possible when submitting this information.

#### \* All requests are subject to approval \*

Name of Event - /	Required (i)
Expanded Event	Name for Web Calendar 🥡
<b>Type of Event</b> - R	lequired (j)
Select an item	v
Primary Organiza	ation or Sponsoring Department - Required i
Search organizat	tions 🗸 Remove



#### Add times & dates

When: Define when the Event will take place.

**Repeating pattern:** Click on additional dates for the event, if needed. You can Ad-Hoc the dates and times by clicking "View All Occurrences"

#### Additional Time Drop Down:

Setup time: This reserves the space ahead of time, but does not populate on web calendars and is marked within 25Live as setup time.

**Takedown time:** Same as setup, but after the event.

Fakedown time: Same as setup, but afte	r the event.	Addition	altime			~
Date and Time - Required (i)		Click on the pattern for	calendar below to add dai your event.	tes to your event o	r click the button below	to select a date
Thu Nov 07 2019	- 1	Repeating	Pattern November 2019 > >>			- 1
10:00 am	- 1	м т 28 29 04 05	w         T         F         S         S           30         31         01         02         03           06         07         08         09         10			- 1
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11:00 am	- 1	25 26	27         28         29         30         01           04         05         06         07         08			- 1
☑ This event begins and ends on the sam	e day	Vi	ew All Occurrences	_	_	_
Event Duration: 1 Hour	Locations Se	arch				~
	Auto-Load Sta	arred: No	Yes			
	□ Hide Locatio	ons with Confli	cts	eadcount		
	Building - E	Batjer Hall 🏠	~	Buildina -	- Batjer Hall	×
Find a Location						
Search by Location Name: When					Re	Set Search
you first start using 25Live you will need to search for a room.	Add	Name	Title	Capacity	Availability	Conflict Details
If a room is available at the right	Reserve	BTJ8001	Batjer Hall 8001 - Classroom	20	1/1	None
time, it will be displayed with a <b>Blue Reserve Box</b> .	Unavailable	BTJ8006	Batjer Hall 8006 - Classroom	37	0/1	Conflict Details
By default, only available rooms with sufficient capacity for your	Unavailable	BTJ8011	Batjer Hall 8011 - Auto Classroom	39	0/1	Conflict Details
expected headcount are shown.	Reserve	BTJ8012	Batjer Hall 8012 - Auto Classroom	38	1/1	None
Your Starred Locations: You can Star specific locations, to have those	Reserve	BTJ8014	Batjer Hall 8014 - Auto Lab		1/1	None
rooms always check first for availability.	Reserve	BTJ8030A	Batjer Hall 8030A - Criminal Justice Lab		1/1	None

#### **Tips for Searching**

To find a room in a building, use the building code. For example:

- WTI Wenatchi Hall
- MAC MAC Building

#### **Request Resources**

What are Resources? Resources are services or equipment that can be moved from room to room by Service Providers such as catering, media services, etc.

Search by Resource Name: You will need to search for the Resource you want. If you click on "More Options" – you will click on categories to see IT or Facilities, or click "All". Then you need to click "Search"

Resources have a count of how many of each specific resource is available.

#### Requirements

- If you don't have any requirements for your event, please check the first box.
- Otherwise, there are several additional questions to assistant Service Providers, and Facilities & Events staff.
- Many of the questions are geared toward large events, and may not be relevant to all requestors.
- Clicking these items will send an email to selected people, to make sure that additional items needed will be addressed.

**Note:** Please send any feedback on the Requirements to the HelpDesk.

Requestor and Sponsor: Your name will automatically populate these fields; edit if need be.

	h		
-Load Starred:	: No Yes		
aved Searches	(optional) ~	Search Resources	5
		Hint! Type :: to use Series	QL.
re Options 🤟			Reset Search
l.	Name	Quantity Available	Conflict Details
Reser	rve 120 Round Table Cloth	29 / 29	None
Reser	foot table	24 / 24	None
Reser	rve 6' Round Tables	20 / 20	None
Reser	8 foot table	17 / 17	None
Reser	90 x 132 table cloth	28/28	None
Reser	American Flag	1/1	None
Reser	caution Cones	12 / 12	None
Reser	Free Facilities - Chairs	160 / 160	None
Reset	Facilities - Podium (Plexi-glass)	2/2	None
	Facilities - Podium (Plexi-glass)		

1. No requirer	ments apply to this event	
Comment		
2. Are you ch	narging a fee (fundraising) for this event?	
Comment		
3. Are you wo	orking with a non-profit?	
Comment		
4. Do you hav	ve a room set-up preference?	
Comment		
□ 5. Is this ever	nt open to the Public?	
Comment		
6. Please pro	vide Budget Number	
Comment		
7. Will food be	e served at your event?	
Comment		
8. Will this ev	vent require participant parking?	
Comment		
Quantity		
0	Max: Unlimited	
🗆 9. Will you ne	ed IT/AV equipment or support?	
Comment		
Uwould you lik	e alcohol to be served at your event?	
Comment		

#### Save the Event

#### **Event States**

**Draft:** Most users will not see this Event State. Student Club user events are saved in this state. If you are an approver or "Scheduler" you may use this state on events to save them and return to them later prior to submission to another approver.

**Tentative:** Tentative is the default Event State for Events created by requesters. If you are not asked to select an Event State, your event has been defaulted to Tentative.

**Confirmed:** Schedulers will see this option. If you are not the Approver for a requested Location, please select Tentative.

**Denied**: If you see this option, it means that you have created this event, are Scheduler for the location, and are choosing to deny the use of the room you just selected.

# Event State Tentative

Cancel Preview Save

**Cancelled**: This is a button to cancel this specific event request.

**Save:** After selecting an Event State, select 'Save' to finish editing this event.

### Review & You're done

#### Notes:

- You can make changes directly here, to most items. For some, like resources, you will need to select 'Edit Event'.
- 'More Actions' to Delete, change, email, subscribe to an event to add it to your Outlook Calendar, or create little "To-Do" reminder tasks.

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25Live Worksho	pp Tentative	2019-AA	ACRJ	Thu Nov 07 2019 10	:00 am - 11:00 am	👻 WTI Atriu	m	C
Details Occurren	nces Calendar Schedule	Task L	ist Pricin	g Audit Trail				
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General			^	Event Categories				^
Event Name:	25Live Workshop		C				Add	
Event Title:			C	Custom Attributes				^
Event Type:	Workshop		* ~	Add a Custom Attribu				
Organization:	Wenatchee Valley College		* ~	Add a Custom Attribu	te			
Sponsor:	🛎 Glenn, Wendy			Event Info				
Requestor:	🛎 Glenn, Wendy							^
Head Count:	expected	15	C	Requirements:	<ol> <li>No requirements apply to this event.:</li> </ol>			
	registered	0	C	Event Owner:	🛎 Glenn, Wendy			
Description:				Creation Date: Reference:	Thu Nov 07 2019 2019-AAACRJ			
			Ľ	Cabinet:	Events Cabinet			
Comments:			Ľ	Folder:	Events Folder 2019	-2050		
Internal Notes:			C					
Confirmation Text:			C					
Attached Files:								