Scheduling in 25Live – Room Reservations

All room reservations go through 25Live. To access 25Live, you can either use the following URL, 25live.collegenet.com/pro/wvc, 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.

Click on Event Form:

Notes:

The Event Form has been designed to make requesting a room as easy as possible – it is usually the best place to get started.

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* ⓘ

Expanded Event Name for Web Calendar ⓘ

Type of Event - *Required* ⓘ

Select an item ⌄

Primary Organization or Sponsoring Department - *Required* ⓘ

Search organizations ⌄ Remove

Number of Attendees - *Required* ⓘ

Please Provide Detailed Description of the Event ⓘ

File ▾ Insert ▾ View ▾ Format ▾ Tools ▾

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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.

Find a Location

Search by Location Name: When you first start using 25Live you will need to search for a room.

If a room is available at the right time, it will be displayed with a **Blue Reserve Box**.

By default, only available rooms with sufficient capacity for your expected headcount are shown.

Your Starred Locations:
You can Star specific locations, to have those rooms always check first for availability.

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

- <mark>If you don't have any requirements for your event, please check the first box.</mark>
- 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.

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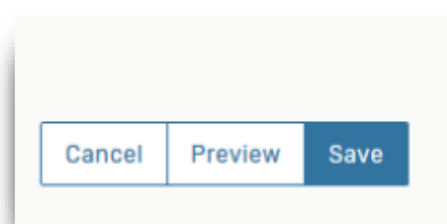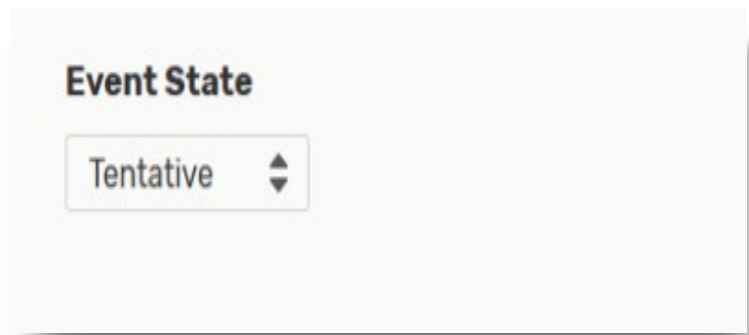
Cancelled: This is a button to cancel this specific event request.

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.