GET A ROOM!

Using 25Live to Find Locations for Events and Meetings

Presented by University Scheduling
Cesar Galvez



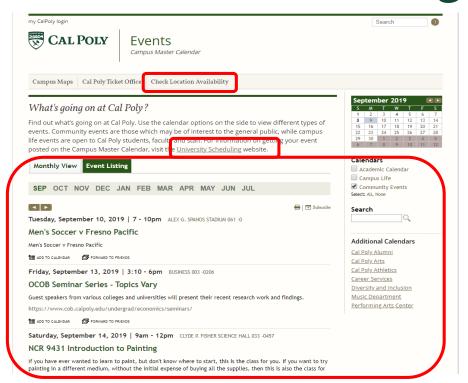
During Sessions Please...

- Silence Cellphones
- Save Questions to the end of the Session
- Avoid Side Conversations
- Complete Our Survey

...Thank You!



Events Home Page



Check Location Availability

Hyperlink redirecting you to 25Live Scheduling to view available spaces.

<u>University Scheduling website</u>

Hyperlink redirecting you to Office of the Registrar to submit a request for a room/reservation.

Master Calendar Events

Events advertised as Campus Life or Community Events (public)



Office of the Registrar Home Page



Scheduling: Overview

 Event Scheduling Software managed by University Scheduling as the centralized system

What is 25Live?

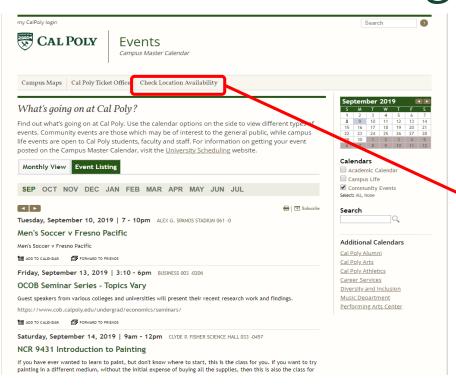
• 25Live Product from CollegeNET for space and event scheduling.

Who to Contact to Schedule an Event

- Staff, Faculty, or IRA (Instructional Related Accounts): University Scheduling
- Clubs & RSO(Recognized Student Organization): Associated Student Inc. (ASI) Office
- External Entities: Conference and Event Planning.



Events Home Page

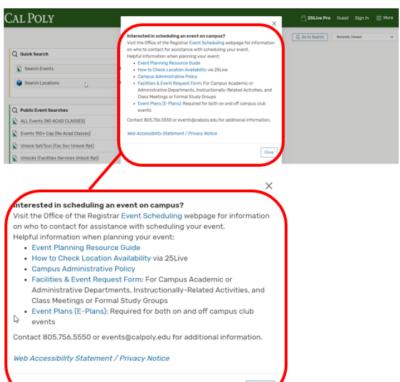


Check Location Availability

 Will be asked to authenticate when clicked

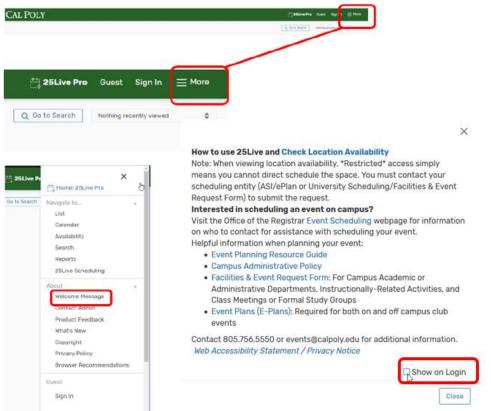






Welcome Message

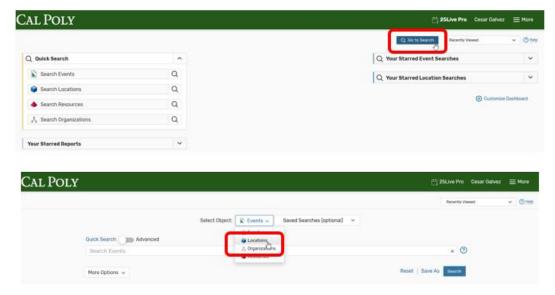
This message appears after you login to 25Live Pro. Users are able to uncheck a box so this message stops appearing.



Welcome Message

If the user elects to stop showing the Message Center on Login, the user can select the **More** drop down menu to view the Message Center and access hyperlinks as needed and can check the box so that it can appear by default at login:



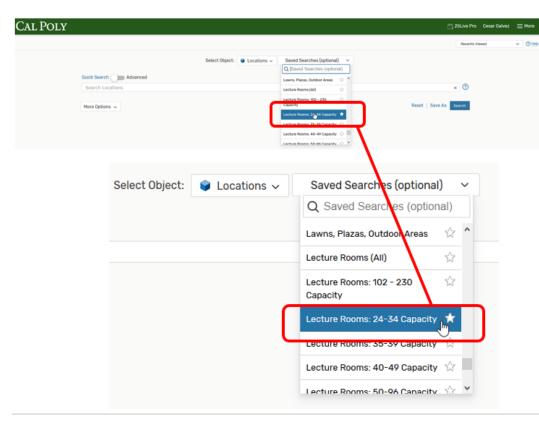


Home Page View

- On the Home Page, you are able to select from several "**Public Location Searches**". Search results will show you popular venues so you are able to view available days/times.

Example: Look for location availability in a 24-34 capacity University Lecture Room.

Select: Go to Search and then Locations within the "Select Object" drop down menu.



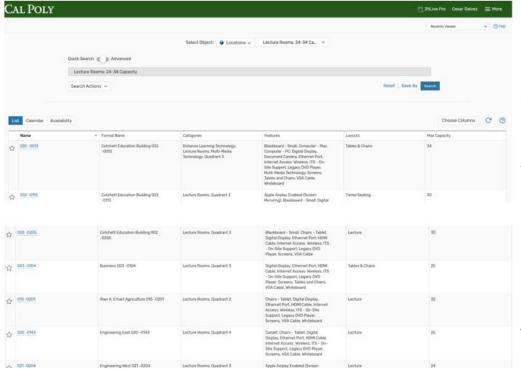
Locations Drop Down Menu

Select **Lecture Room 24-34 Capacity** within Your Starred Location Searches drop down menu

Rooms List

This will take you to All Locations that are between 24-34

Repeat step above for other for other spaces listed on drop down menu.



Location Information Page

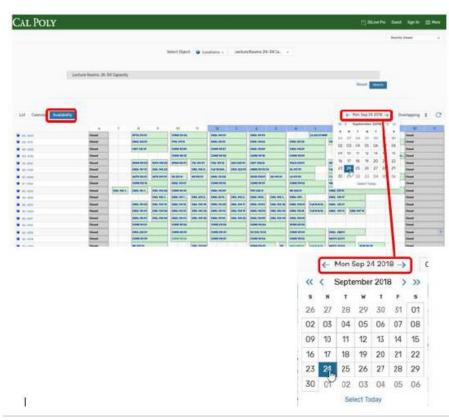
This will take you to Locations tab in as a list format (Scroll down to view more rooms)

You have several options to View:

List – List of Lecture rooms 24-34 Capacity.

Calendar – Calendar view of events for the current week.

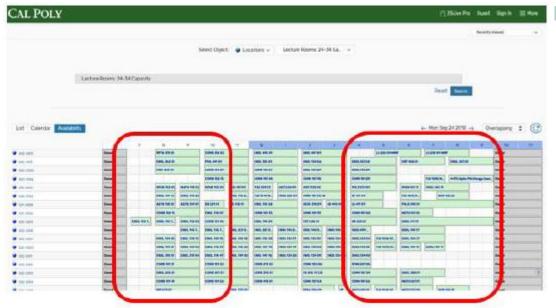
Availability – Grid view of Lecture rooms 24-34 Capacity (used as example).



Availability View

To view availability for the day

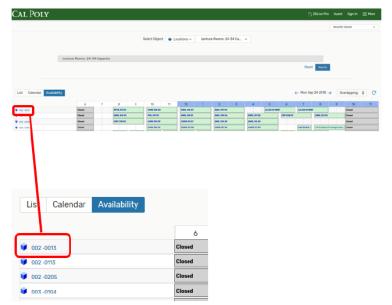
- Select the Availability Tab.
- Clicking on Date to bring up Calendar and select desired date.



Availability View (Grid)

White/Empty Slots represent the availability for all the 24-34 Capacity Lecture Rooms for the selected date.

- Repeat steps other Public Locations search from the Public Location Searches drop down list as shown above.





Location Information Page

By selecting a room (*Example:* 002 -0013 Cotchett Education Building 002 – 0013) you will be taken to the Location information page.

You have several options to View:

Details - location information such as Room Features, Layouts and Image.

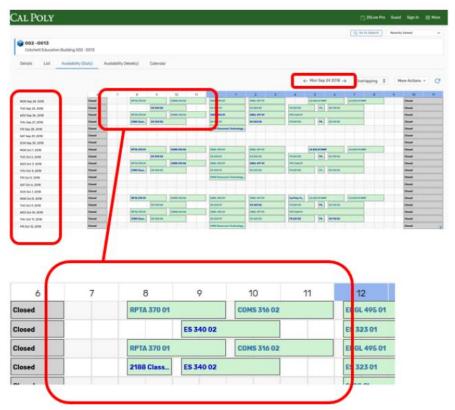
List – List of scheduled events in the room,

Availability (Daily) – Daily view of available hours for 1 month from date specified for the room

Availability (Weekly) – Weekly view of available hours for the room (Can adjust # of weeks as needed).

Calendar – Weekly calendar view of events for the room (can adjust # of weeks as needed).



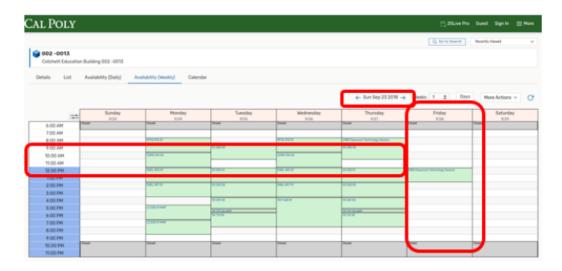


Availability (DAILY) View

Provides a DAILY grid of events occurring in the location for up to a month from the selected date. This would be used to check the times the space is available (refer to empty slots)

NOTE: You will need to select the correct date on the calendar icon to update the results for its room availability (Schedule view) as you navigate through the tabs and will need to scroll down or select next page for more events (if necessary).

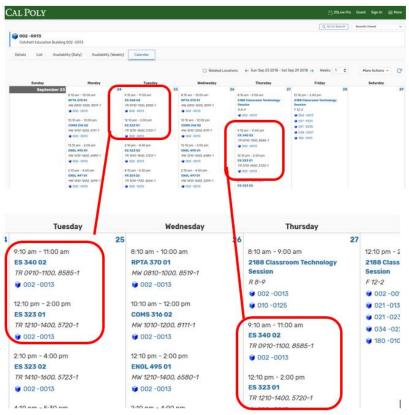




Availability (WEEKLY) View

Provides a WEEKLY grid of events occurring in the location for one week. This would be used to check the times the space is available for any particular week (refer to empty slots).

NOTE: You will need to select the correct date on the calendar icon to update the results for its room availability (Schedule view) as you navigate through the

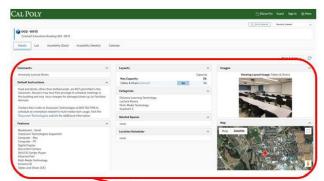


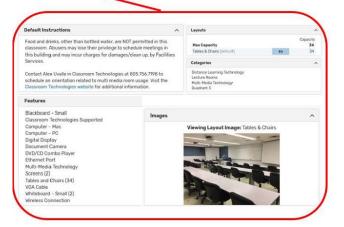
Calendar View

Provides a CALENDAR view of events occurring in the location for one week at a time (will need to scroll down for remaining weeks). This would be used to check the times the space is available for any particular week (refer to empty slots). NOTE: Setup and takedown times DO NOT shown on this view.

NOTE: You will need to select the correct date on the calendar icon to update the results for its room availability (Schedule view) as you navigate through the tabs and will need to scroll down or select next page for more events (if necessary).







Details View

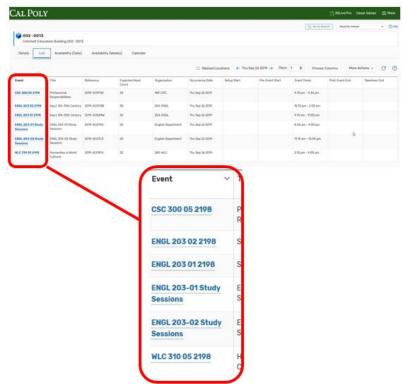
Default Instructions -Provides specific instructions when using the room.

Features - Provides a list of features of the room (white/chalkboard and equipment).

Layouts – Type of seating and capacity in the room.

Categories – Category identifying what room is used.

Images – Layout image of room.



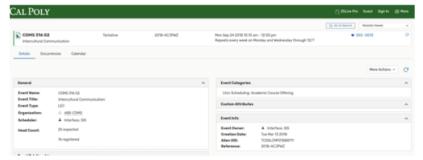
List View

Provides a list of events occurring in the location. This would be used to check on an event you already have scheduled to show both the **Summary and Occurrences** of your event

NOTE: You will need to select the correct date on the calendar icon to update the results for its room availability (Schedule view) as you navigate through the tabs and will need to scroll down or select next page for more events (if necessary).

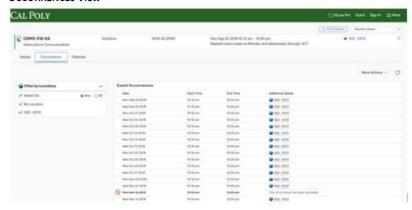
-see sample print screens on next page showing **the Details**, **Occurrences**, **and Calendar** View for the selected event.

DETAILS View

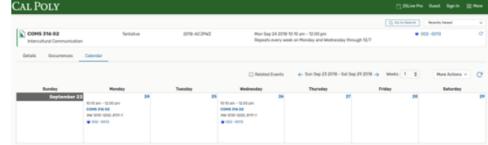


Details View -Provides information about the event/class. **Occurrences -** Provides a list of dates the event occurs. **Calendar -** Calendar View of the event/Class for the week.

OCCURRENCES View



CALENDAR View





Questions, Comments, Concerns

Let us Know!

Office of the Registrar, University Scheduling

events@calpoly.edu

805-756-5550

