



25Live Room & Event Scheduling Instructions

How to Create an Event (guidelines to request a simple event – all entries in 25Live are considered “events”):

- Please note that for catering, IT assistance, seating set-ups, etc. you still need to contact those departments directly.
- 25Live is used as a ‘heads-up’ to them, but does not create a work order or an actual request.
- Confirmation details can be found on the email response under “Details URL”.
- Login to 25Live at: <https://25live.collegenet.com/lowercolumbia>. Use your LCC email address (ex.: jdoe@lcc.ctc.edu) and password

To start the process click the ‘**Create an Event**’ button. You will enter a series of screens which have been described below. If the instructions say the field is necessary for publishing to a Web Calendar, and you do not complete it, your event cannot be published.

Related Link - 25Live Room & Event Scheduling: <http://internal.lowercolumbia.edu/employee-tools/technical-help/25live/index.php>

For scheduling classrooms / instructional spaces on campus, the first priority is academic/instructional classes. You can check to see if the quarter in questions has been scheduled by looking at the “Calendar” on the “Home” page (located towards the upper right corner of the screen). Select the building you want to schedule your event in. Select a month during the quarter in question to see if classes have been scheduled. Proceed if the quarter has been scheduled. If it has not be scheduled check back periodically.

Yellow Areas – where staff have the most issues. Please pay attention to these area.

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| Create an Event | |
| Event Name | 25Live name of event. Limited characters. |
| Event Title for Published Calendars | Event Title replaces Event Name on Published Web calendar. Make sure your name is ‘user friendly’. *Required for Web Calendar. No character limit. |
| Event Type | Click drop down to choose the ‘closest’ type. |
| Primary Organization for this Event | Click drop down and enter a department name to display choices. Choose an organization from the list. |
| Additional Organization(s) for this Event | Optional. |
| NEXT | |
| Expected Head Count | Enter expected attendance count. Cannot exceed the seating capacity in the room you schedule. |
| Event Description | Enter user-friendly description of your event for Published Web Calendar. Please be as descriptive as possible. Include information if there is ticketing/admission charged, etc. *Required for Web Calendar. |
| NEXT | |
| Does this event have more than one occurrence? | No Yes – options provided later. |
| Tell us when this event takes place. | Enter information for first date of the event only. Do not list the date range at this point. |
| Setup or Pre-Event time? | Enter time frame required. |

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| | 25Live does not give a time buffer before or after the event. You need to specify a buffer to allow for people arriving prior to the start of your event, set-up for accessing media/technology, etc. |
| Post-Event or Takedown time? | Enter time frame required. 25Live does not give a time buffer before or after the event. You need to specify a buffer to allow for clean-up, etc. after your event takes place. |
| NEXT | |
| Choose how this event repeats. | Cannot combine dates that have different start and/or end times. Make sure you do not include holidays and campus closure dates. |
| NEXT | |
| Location(s) Find and select locations / search by location name <i>Selecting a room is required if your event requires a room and/or space.</i> <i>If you do not need a room and have an event that you want posted on a published calendar contact Justin Ford or Diane Bartlett for further instructions</i> | Room number only: example: ADM0100 (Heritage Room) Click on ENTER (on keyboard) Click on room number in box below. Room number/information will appear on the right side of your screen under Selected Locations. You can list multiple rooms on this page. Note: uncheck the two boxes below the larger box <input type="checkbox"/> Show only my authorized location that have no time conflicts <input type="checkbox"/> Enforce head count Reference the campus map – if needed. http://lcc.ctc.edu/maps/ |
| NEXT | |
| Resources Search by Resource Name | To find the resources on campus that are available by location, type in: CMS, STC, or RCA A listing of available resources will appear. Click on the item you want to reserve. The item will appear on the right side of your screen under Selected Resources. You can specify the quantity required. Please repeat for multiple requests (example: 6’ tables, 8’ tables, chairs, etc.) |
| NEXT | |
| Scheduler | Person entering information in 25Live |
| Requestor | Person requesting/responsible for the event. |
| NEXT | |
| Select requirements for this event. (ABCDE) | |
| NEXT | |
| Published Calendars Edit which CALENDARS should publish this event. | Check box. <input type="checkbox"/> Publish to Web Calendars(s) – Select the Calendar(s) from the list on the right. Manually key in, or copy/paste, the Web Calendar(s) your event should appear on. |
| NEXT | |
| Add additional comments and notes for this event. | -seating set-up desired (applies to Heritage Room, and Student Center) -special instructions not listed previously, etc. |
| NOTE: All events submitted for approval should be in “Tentative” status. Only use “Draft” status you are not ready to submit a request and have more updates to complete for your 25Live entry. Change it to “Tentative” to request approval. | |

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|------------------------------|---|
| SAVE | |
| Approval Process – Task List | <p>Room Request Approval: Your event goes to an approver for processing. If the approver has questions, they will contact you directly (in-person, phone or by email) before approving. You will receive an email confirmation from 25Live through Outlook for the room scheduling portion of your request.</p> <p>Published Calendar Approval: If you have requested your event to be published on a calendar and it is appropriate, it will go through the approval process with staff in College Relations. You will receive a confirmation email upon approval.</p> |
| EVENTS Tab | |
| Search by Keyword | Search by keyword from the event name. (example: tenure ----- for Tenure Track Meeting) List option available. Calendar option available. |
| LOCATIONS Tab | |
| Search by Keyword | Search by Keyword: room number (example: ADM0100) More Search Options: Categories, Layouts, Features, Capacity) |
| List | Gives the details of rooms (Formal Name, Categories, Features, Layouts, Max. Capacity) Please keep in mind that depending on the layout requested the capacity may be lower than what is shown. |
| Availability | Room availability schedule based on date selected, etc. |
| Calendar | Room calendar based on start and end dates selected |

Last Updated: db/11-17-16