Requesting a space for an event – as a Scheduler

Be sure to have familiarized yourself with the document, *Introduction to 25Live* and *Searching for Space in 25Live*. To begin your request for space, you must access the 25Live Event Form; the following are different ways you can do this:

**Option 1:** Click on the **Event Form** Icon:

![Event Form Icon](image)

**Options 2:** From the home dashboard, click the “Create an Event” button.

![Create an Event Button](image)

**Option 3:** Do a location availability search first (refer to section on searching for space) and click on an open time block:

**NOTE:** Open timeslots are not guaranteed to be available until your request is approved.

![Available Times](image)

*Note:* If you start an Event Form from the Availability View, the time will default to 1 hour. Adjust the start and end time accordingly, based on what you see as the availability of that location.
You can also select the Weekly Availability Grid.

You can also select 2 or more weeks at a time on the Weekly Availability Grid:

Available Times

Available Days/Times over a several week span
COMPLETING THE EVENT FORM

Once in the Event Form, the left hand side shows the event status and fields yet to be completed. Make note of the fields that state “Required”. You will fill in your event details as follows:

1) Enter the Event Name: please do not use acronyms or abbreviations. Put the event name that would be publicly recognizable.

NOTE: This form is for event requests only and is not a confirmation. Submitting a request does not mean your space is confirmed.

Click on the information icon, 𝘼, for more information or instructions about that field.

Please note that this form is for event requests only and is not a confirmation. Submitting a request does not mean your space is confirmed.

Event Name - Required

For events related to an academic course please provide the course number.

Joe's Event

Event Title

Joe's Event with Pizza

2) Select an Event Type: (Most Events are classified as: Meetings, Lectures or Banquets) You can start typing in the search box where the auto-suggest feature will bring any event type with the characters you typed. If you find you often use the same Event Type(s), you can click on the star to make it a favorite.
3) Select a **Department or Sponsoring Organization** for this Event. This is usually your own department. Start typing any part of the organization to get a list of organization - this is the auto–suggest feature.

![Department or Sponsoring Organization](image)

4) Select the **Expected Head Count** and enter a brief **Event Description**. Make note of the additional details about the field by clicking on the information icon, 📌.

![Expected Head Count and Event Description](image)

5) Select the **Event Date and Time**; please choose the actual event start and end time. Please be cognizant of the a.m. and p.m. in the times you select. If your request will contain several dates, or several meeting time patterns, just enter the **first** meeting date/time pattern here.

![Event Date and Time](image)
6) If the first, or only, date of your event begins and ends on the same date, check off the box stating so. If you uncheck this box, it is assumed the event is continuous from the first date indicated, to the last date indicated (spanning overnight hours).
For recurring events with several dates, that do not span the overnight hours, you will use the Repeating Pattern field to specify the additional dates (Step 8).

7) If you need setup or take down time please click on the Additional Time dropdown, only use Setup and/or Takedown setting.

8) If your event repeats, you have two options to add the additional dates and/or meeting time patterns: Click on the Repeating Pattern icon to choose if the repeat is Ad hoc, Daily, Weekly or Monthly.

Or, click on the calendar to add specific dates.
Click on the **View All Occurrences** icon to open up a list of the dates you have chosen. Here you will be able to add Comments about those specific dates. You will also be able to adjust the begin and end times for each individual date, if needed.

![View All Occurrences](image)

If your event occurs in different locations when it repeats, you can edit that under **Event Locations**, which is next.

**NOTE:** The repeat option can only be used if your event repeats within the same fiscal year (July 1, 20xx – June 30, 20xx). If your event crosses over 2 fiscal years, they must go in as separate requests.

9) Select the **Event Locations**, if it has not already been selected through a location search:(See *Searching for Space in 25Live Pro* guide for specific instructions) If you have not selected your location already, you can perform a search by expanding the Location Search. Enter a space in the Search Locations field (such as Keating 204, McGinley, LL), or expand the Options drop down to choose by category (such as Conference Room), feature (Video-Conferencing), layouts (Banquet/Round/Tables), or capacity (Min: 25 – Max: 50).

![Event Locations](image)

Note the ability to have different meeting time patterns within the same event request!
Use the **Hide Locations with Conflicts** and **Enforce Headcount** check boxes to limit the search to just locations that are available and suitable for the headcount indicated earlier.

After clicking on **Search**, you will receive a list of locations that fit the requested criteria.

Mouse over the Location Name, or click on it, to get more details and a picture of the location. Click on the **Request** icon to add that space to your event request.

**NOTE:** If your event request has multiple dates and meeting times, it might be difficult to find one location available for all of those occurrences. You may need to divide your event into several different rooms. Please go to the end of the addendum at the end of this document, called **25Live Pro Advanced Location Search in Event Form**, for detailed instructions on choosing different locations for each occurrence of your event request.

10) Click on View Occurrences to choose the furniture Layout (if that location does have multiple layout choices to choose from) and additional instructions you would like to add.
11) **Event Resources** can be requested for the event. Searching and requesting resources works in a similar fashion as Location Search. The resources (such as a free standing projector, microphone) can be requested for the entire event, by specific date, or instructions can be added by clicking on the View Occurrences icon.

**Note:** Regardless of features listed as built-in under the selected location you must select the resources you would like to use at the time of your event through **Event Resources** so they will be turned on and accessible. (This is only available for non-academic spaces; if you need media assistance with an academic space you should contact Media Services for that location.)
12) **Additional Event Information** is a series of questions requestors need to answer. The information gathered is important details needed by the Schedulers of the space being requested. All required questions will automatically appear on the Event Form, but it will be necessary to click on **Add a Custom Attribute** to see if any other event information question pertains to your event request. It is necessary to click on the more information icon, ☐, for this section.

You could skip this section if none of the questions pertain to your meeting. For example, a simple staff meeting will not require any of the additional services listed. But, for an event in the McGinley Ballroom, Tognino Hall, Walsh Library or an event hosting high school students you must answer some of the questions (Only answer questions when the answer is yes).

**Example:**
NOTE 1: The requester must make separate requests directly to Aramark for catering, facilities, or Media Services at RH or LC for non-academic media resource needs; at this time, 25Live does not allow you to book all of these services.

NOTE 2: A Vice President, Dean, or Director’s signature is required for use of some spaces, such as:
- Lincoln Center – 12th Floor Lounge, Plaza View Room, President’s Dining Room, Pope Auditorium
- Rose Hill – Walsh Library O’Hare Special Collections Room, Walsh Library Outdoor Terrace

Please indicate the name of the Sponsoring VP, Dean, Director, etc… in this area so the scheduler can follow up with necessary paperwork.

13) Contact Roles. Your name or corporate account will default to all of the fields. You may leave them in the default state. The Scheduler will change the name in that role once the event is approved.

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requester</td>
<td>Smith, John</td>
</tr>
<tr>
<td>Scheduler</td>
<td>Smith, John</td>
</tr>
<tr>
<td>Event Organizer</td>
<td>Jones, Robert</td>
</tr>
</tbody>
</table>

14) Event Categories. Click on the Edit icon and choose the Event Categories that are relevant to your event request. If you are offered this selection, at least 1 Event Category is required. It is suggested you choose the campus of your event.

15) The Comments field can be used to provide additional information. If you are submitting this request on behalf of someone else please use this section to indicate the name and contact information for the organizer of this event.

16) Event State, all requests for locations must be set to Tentative. Once a Scheduler reviews and approves the use of the location, the Event State will be changed and you will be notified.
17) **After Saving This Event...** is useful if you are going to continue creating other event requests that are similar in nature. You may want to create ‘Related’ events so they appear on reports and notification emails together. If the new event is going to contain much of the same details as the event request you just created (title, organization, event type, headcount), you can **Create A Related Copy of This Event** and then just edit the few details that are different. If there is no need to create a ‘Related’ event, you can just **Go To Event Details** to review your submission.

![Image]

18) When saving the event you may get a pop up box asking you “Under which heading would you like to save this event?” You should choose the campus your event will be taking place. If you are scheduling an event that will be taking place across multiple campuses, just choose your home campus.

![Image]

**NOTE:** If you are given a choice that says “I Don’t Know”, **do not choose this option**.

19) After saving your event request, there is a summary page where you can view or print your event details. This page is **NOT** a confirmation of your event. You will receive an email from the space scheduler for the space you requested, to your Fordham email address, approving or denying your event request.
Request Submission Q&A

Why doesn’t my event show on the calendar immediately after I submit my request?
Only approved and confirmed events are displayed on the 25Live Pro calendar and availability grid. When an event is submitted, it is initially a tentative event. The event is not “approved” until the reservation coordinator for the spaces reviews the request and processes it accordingly, either to approve or deny it. You will receive a notification from the reservation coordinator of the space.

What should I do if the door for the space of my event is locked?
You must contact the Public Safety Office at your campus. It is best to have a copy of your event confirmation at hand when contacting the Public Safety Office.

Can I cancel a confirmed reservation and if so, how do I cancel it?
If you would like to cancel your event, you may do so by contacting the person from whom you received the confirmation email. You must request the cancellation in writing by sending an email to the reservation coordinator of the space.

What is the minimum amount of time required if I need to cancel a reservation?
You must notify the reservation coordinator as soon as possible about the cancellation but no later than 72 hours prior to the event. Please refer to your contract for any penalties associated with cancellation of events.

Can I allow my colleague to use a room that I have already reserved?
No, event reservations are not transferable. All confirmed events must be conducted in the manner stipulated in the confirmation. No changes or additions can be made unless confirmed in writing by the reservation coordinator.

For those that have used the previous version of 25Live (25Live Classic), you will notice the Pro application no longer has Tabs to navigate between Events, Locations, Tasks, Resources, and Reports. If you were accustomed to going back and forth between tabs, you can do the same with 25Live by opening the application on several tabs within your browser. Open one application of 25Live to Events; open another application of 25Live to Locations, another to Tasks, etc....

Online Help: On the top right-hand side of the 25Live site, click on the link to go to documentation provided by CollegeNet, the parent company of the 25Live application.
ADDENDUM

25Live Pro Advanced Location Search in Event Form
for events with multiple dates & times

If your event request has multiple dates and meeting times, it might be difficult to find one location available for all of those occurrences. You may need to divide your event into several different rooms. To do so, uncheck the **Hide Locations with Conflicts**, narrow down the search by campus or building, **Search**.

The search result may bring up three different types of room availability:

- **Unavailable** means the location is not available for any of the dates and meeting times.
- **Request** icon means the location is available for all dates and meeting times.
- **Request Available** icon means the location is available for some of the dates and meeting times, but not all.

The **Conflict Details** link will provide you with more details about which dates or times are creating the conflict.

You may click on the **Request** or **Request Available** icons to choose several different rooms, then scroll down and go to the **View Occurrences** field to choose which room you want assigned to which dates or meeting times.
In this example, McGinley RH Commons and McGinley 241 and McGinley Student Lounge were chosen. When View Occurrences is opened, check off the dates you want to assign that room to your event.
Click on View Occurrences to choose the furniture Layout (if that location does have multiple layout choices to choose from) and additional instructions you would like to add.