

SUBMITTING A SPACE REQUEST IN 25LIVE PRO

GO TO:

<https://25live.collegenet.com/prosmith>

To start creating an event, use the **Event Form** link in the top navigation bar.

 25Live Pro  Event Form

1. Enter Basic Information

Required fields are labeled by a red asterisk.

Enter an Event Name; use the Expanded Event Name field if you need to add information to the event name. Select an Event Type and the Primary Organization.

Some fields in this section are “smart”, i.e., as you begin to type in them, matching selections will appear on a list, which you can choose yours from. A better feature is to select items as “Starred”:

Once you select a type, department, location and resource, click on the white star to the right to make these your “Starred” items (the star then changes to yellow). Once you have Starred items, the next time you create an event, you’ll select from a list without having to search for them.

2. Enter Attendance Information and a Description or Your Event (if the event is being publicized)

Expected Head Count

Please indicate a number, even if just your best guess. If the location you’ve requested isn’t available, we’ll know what other locations to look for to reserve for you.

Event Description

The Event Description will appear on the Smith events calendar and other publicity venues if your event is open to the public and/or if you request publicity.

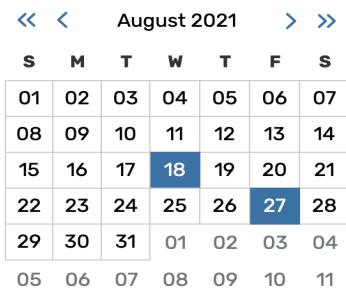
3. Enter Your Event’s Date and Time

Specify the date and times of the first occurrence of the event. **The event start time is the time your event starts.** It is NOT the time you want to be able to access the space.

Adding “Pre-event” in the “Additional time” box, just below, lets you request the space before the event begins (or “Post-event” time for after the event ends). **IMPORTANT: Do NOT indicate ‘Setup’ or ‘Takedown’ time!** This will be added by the space scheduler.

If your event takes place on more than one date, add by clicking on each date in the ‘Date Picker’ calendar, using the arrows to move to another month.

Click on the calendar below to add dates



Note that the dates selected turn blue.

Click ‘View All Occurrences’ to see all the dates added. Click ‘Remove’ if you entered a wrong date; then go back to the calendar to add the correct date or other dates.

All Date Occurrences

X

Dates	Times	Comment	State	Remove
Mon 03 May 2021	10:00 am	11:00 am	Active	<button>Remove</button>
Wed 12 May 2021	10:00 am	11:00 am	Active	<button>Remove</button>
Wed 18 Aug 2021	10:00 am	11:00 am	Active	<button>Remove</button>
Fri 27 Aug 2021	10:00 am	11:00 am	Active	<button>Remove</button>
Tue 31 Aug 2021	10:00 am	11:00 am	Active	<button>Remove</button>
Thu 02 Sep 2021	10:00 am	11:00 am	Active	<button>Remove</button>

Close

5. Select Location(s)

Do NOT check either the ‘Hide Locations with Conflicts’ or ‘Enforce Headcount’ boxes!

If you have Starred Locations, click ‘Saved Searches’ and choose from ‘Your Starred Locations.’ Otherwise, click the ‘x’ in the ‘Search Locations’ box on the right to get a blank field, type the first three or four letters of a space name and in this field, and then click the blue ‘Search’ button. This produces a list of spaces that match those letters.

Click the ‘Request’ button to the left of a location name. You may choose one or more available locations for your event. Click ‘Request’ for another location on the list, or to choose a location not on the list, repeat the previous step.

5. Select Location(s) continued

If you see a button saying ‘Reserve Available’ to the left of the location name, this means the location is available on some of the dates you’ve entered (if your event meets on more than one date). If you want to reserve the location when it is available, click “Conflict

Details” to see when the conflicts are. Click ‘Reserve Available’ to select the location, click the ‘View Occurrences’ box, choose the dates it is available and uncheck the unavailable dates (or dates you want to use a different space for other reasons). *There is a ‘View Occurrences’ button on every individual location and resource block.*

IMPORTANT:

IGNORE THE ‘INSTRUCTIONS’ FIELD IN THE LOCATION VIEW OCCURRENCES BOX. DO NOT PUT SETUP OR ANY OTHER INSTRUCTIONS HERE! This field is not read or seen by setup or custodial crews.

6. Select Resource(s)

Requesting resources works similarly to locations. Either choose from the ‘Your Starred Resources’ Saved Search (click the “Saved Searches” drop-down arrow) or click the ‘x’ in the field to the right and type the first three or four letters of the resource you need. When the matching list is returned, use the Reserve (or Request) button to make selection/s. You may choose one or more available resources for your event. if your event is in the Campus Center only choose those that indicate “Campus Center” (or ‘Ctr’). Do NOT choose any of these if your event is not in the Campus Center.

Use the **Reserve** (or **Request**) button to make selections. You may choose one or more available resources for your event. Clicking ‘Reserve’ or ‘Request’ makes a list of your selected resources.

Resource Occurrence Editing

Click the ‘View Occurrences’ button in each resource block. *There is a ‘View Occurrences’ button on every individual location and resource block.* Un-check dates you do not need this particular resources; be sure to:

- indicate quantities needed for each date,
- and specify setup instructions for each/all date(s)

14. If it isn’t auto-selected, choose the Go to Event Details Post-Saving Option.

15. Save Your Event

Use the **Save** button to complete event creation and submit your **request**.