REQUESTING RESOURCES IN 25LIVE PRO

Go to: https://25live.collegenet.com/pro/smith

To enter resources at the same time you submit your space request, see "Requesting Space in 25Live Pro" to first enter a location.

If you are adding resources to an event that you've already submitted a space request for, either click 'Events in which you are the requestor' in the "Your Upcoming Events" box, or select the event name in the 'Your Starred Events' box on the Home Page. Right-click on the event name, and select 'Edit Event.'

The new Event Form features convenient side navigation to the left of the form's sections and fields. This makes it much easier to move through the form. Click on any of the sections on the left side navigation box to jump to another section of the Form. There are no 'forward' or 'back' arrows because the entire form is on one page.

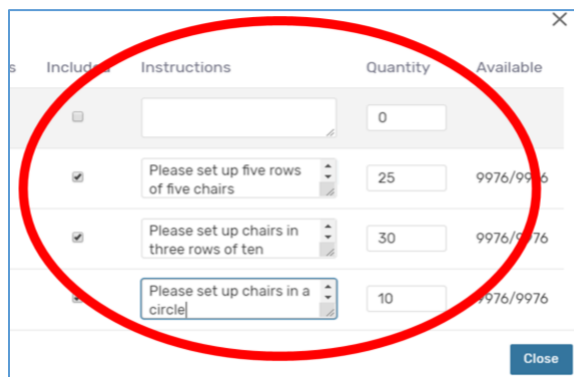1. **Click 'Event Resources' in the side navigation box**

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 adjacent field and type the first three or four letters of the resource you need. **When the matching list is returned, take care to choose those that indicate "Campus Center" (or 'Ctr') if your event is 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] from this makes a list of your selected resources.

2. **Resource Occurrence Editing**

You can enter different quantities and instructions for each resource, and check dates needed (or uncheck dates not needed) for each resource.

Click the View Occurrences button <u>in each resource block</u>. There is a 'View Occurrences' button on every <u>individual</u> requested/reserved location and resource block. Un-check dates you do not need this particular resources, indicate quantities needed (if different) for each date, and specify setup instructions for each/all date(s).

3. **Be sure to click the 'Save' button at the bottom of the form.**

If you haven't yet starred this event, on the next screen, click the 'More Actions' drop-down arrow to get and select 'Add to Favorites' to 'Star' the event.
You should ALWAYS star your events.

ADDITIONAL NOTES/TIPS

- **The two easiest ways to access your events—from the 'Your Upcoming Events' and 'Your Starred Events' boxes—are still available on the Home screen in Pro. Clicking 'Events in which you are the Requestor' in the 'Your Upcoming Events' box produces a list of your future events. Click 'All Dates' to see everything you've ever requested.**

- **The Event Form contains all of the same fields you have been filling out in the Wizard. However, some of these are now "nested" and require that you click on either a drop-down arrow (to select locations and resources) or a button to open. For example, if you are used to indicating the custom attribute asking whether food will be served, be sure to click** **in this section of the form. Make it a habit to open this section; information you indicate here is often useful to schedulers and service providers because it allows us to process your request accordingly.**

- **Click and open this information icon** **to view instructions and/or additional help for any field that displays it.**

- **Only a space scheduler can make changes to your event or request's date, time or location(s). If you attempt to change this, you can un-reserve your reservation without anyone knowing this has happened (and it won't be corrected). In other words, you will not have a space reserved for your event. ALWAYS CONTACT THE SCHEDULER TO REQUEST A CHANGE TO THE DATE, TIME OR LOCATION.**

- **'Starring' your events, locations, resources and organizations gives you the quickest access to the items you work with most often.**
  A filled star icon **next to an item indicates this is currently a favorite (or starred).**
  Tap or click an empty star **to add that item to your favorites.**
  Tap or click a filled star to remove it from your favorites

- **NEVER submit a new request to make a change to a reservation or request already in place. This is true even when you've made an error on your request. We can—and we always prefer to—use the original to make the changes needed. The only time a separate nor new request is needed is when a date (or dates) in a recurring reservation meets at a different time.**

- **The event reference number is displayed when the event is saved. Always have this number handy when requesting any changes to a reservation.**

- **When entering your event's start time, the time you indicate should ALWAYS be the time the event starts. If you need to get into the room before the event begins, this should be entered as *'Pre-event time'*.**