REQUESTING SPACE IN 25LIVE PRO

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

To submit a request, click on the Event Form near the top of the Pro window.

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. **Enter basic event information**
   Enter an Event Name (required), Expanded Event Name (optional), select an Event Type (required), and the Department-Program-Office (required). All but the event type can be changed at any time after submitting.

2. **Expected Head Count and Event Description for Publicity**
   Enter your best estimate for attendance.
   The Event Description you put here will appear on Smith online events calendars and in off-campus media outlets if the event is open to the public.

3. **Enter date/time information about your event’s first occurrence.**
   Specify the date of the first occurrence of the event. If the event occurs on more than one day, you’ll add those dates in the next section.
   The box next to “This event begins and ends on the same day” should ALWAYS be checked. Even if your event is a recurring event, you should never indicate an end date here.
   Specify the start/end times of the first occurrence of the event.
   *The event start time is the time your event starts.*

4. **Additional Time**
   “Additional time” refers to time you want to be in the room before or after each occurrence of the event. Click the ‘Additional Time’ drop-down arrow to add Pre- or Post-event time to the event. Click in the ‘minutes’ fields and type the time you need before or after the event begins/ends.

   ! Do NOT indicate ‘Setup’ or ‘Takedown’ time.

   ! “Additional” or “recurring” dates are added in the next step.

5. **Indicate the dates your event repeats.**
   If your event has more than one date, select the additional dates by clicking dates on the calendar (use the forward arrow to move to a different month). This is the ONLY way you should add dates.

   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.
6. Selecting Which Space/s You Want to Reserve

You can “expand” or “collapse” the Event Locations and Resources sections by clicking the arrow at the end of these fields. Expand to select your locations/resources, the collapse them when finished with these sections.

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

To find an available space, either select ‘Saved Searches’ and choose from ‘Your Starred Locations’, or click the ‘x’ in the ‘Search Locations’ box to get a blank field, type the first three or four letters of a space name and in this field, and hit your keyboard ‘Enter’ key. This produces a list of spaces that match those letters.

If you see to the left of a location name, the location is available! Click this box.

You may choose one or more available locations for your event. To choose another location, click ‘Request’ for another location on the list, or repeat the previous step. If you have ‘starred locations’ click ‘Request’ where you see it on that list.

If you see to the left of the location name, this means location is available on some of the dates you’ve entered. If you need to use the same room on all dates, either select a location that shows the ‘REQUEST’ box, or repeat the process to find an available location for all dates, or select an available location from your starred locations.

Or, if you want to reserve the location when it is available, click “Conflict Details” to see when the conflicts are. Click to select the location, then choose dates it is available by going to the ‘View Occurrences’ box, and uncheck the unavailable dates in the ‘Included’ column.

Find another available location on the remaining dates.

Note that Pro auto-selects dates for you, so you’ll have to uncheck either unavailable dates, or dates you want to use a different space.

IGNOR THE ‘INSTRUCTIONS’ FIELD IN THIS BOX. DO NOT PUT SETUP OR ANY OTHER INSTRUCTIONS HERE!

If you see “Unavailable” to the left of the location name, it is not available for any of the dates you’ve chose. Repeat the steps to find an available location, or select an available location from your starred locations.

7. Select Resource(s) – See “Requesting Resources in 25Live Pro”

8. Adding Custom Attributes
Click , then click the ‘Select Custom Attribute’ drop-down arrow, scroll the list and click on a custom attribute.

9. Saving and ‘Starring’ Your event
At the end of the form, click ‘Save’. On the next screen, click the ‘More Actions’ drop-down arrow to get this list ... and select ‘Add to Favorites’ to ‘Star’ the event.

**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.

• 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’.

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