

# Scheduling and 25Live Reminders

★ Classroom requests cannot be confirmed until the registrar's office releases classrooms, typically around the third week of each semester.

★ 'Event Start' time is the time your event starts.

★ Where to put instructions or notes in your request:

→ Information about the setup you need should only go in the resource item setup instructions box.

→ The event description should only go in the "Event Description for Publicity" box on the second page of the form.

→ Any other notes that don't belong in these two places should go in the "Event Comments" box at the end of the form.

★ ALWAYS close the event by clicking the 'x' in the red box to the right



★ 'Star' your events so you can save time looking up information and getting answers to your questions.