



REQUESTING RESOURCES in 25LIVE

In 25Live, “Resources” are items or services your event may need, such as technical equipment, tables and chairs, and local media publicity. You can either add these when you submit your space request, or you can go back to the event record and add the services.

One of the most important steps in requesting services for your event is taken when you first submit your space request: **Always “star” your space request when you submit it (click**

 **Add to Starred?** **in the ‘More Event Options’ box after you save/close your request).** This will put the event in the “Starred Events” box on your Dashboard screen (on the ‘Home’ tab) so that you can access it more easily by just clicking the event name. Once you’ve done this, click ‘Edit this Event’ and follow these steps:

1. On the left side of the edit event screen, click ‘Event Resources’ to go to the resources requesting section. If you are creating the request, ‘Resources’ is the screen after you select the location.
2. If you already have a selection of “Starred” resources, you can choose the ones you need from the ‘**Your Starred Resources...**’ list. Click on each item needed so that it shows under **Selected Resources** (on the right side of the window). Indicate the quantity if you need more than one of any item.
3. If you need an item that you haven’t starred, there are two ways to find it. You can select ‘**Search by Resource Name...**’ and enter the first three or four letters of its name in the field that opens, and hit your keyboard ‘Enter’ key. Or you can select ‘**Advanced Search**’ and click in the ‘Categories’ field. The categories you may choose from are: Facilities Management (for tables, chairs, easels, etc.), Technical Equipment and Services (for items such as a laptop, DVD player, microphones, or for technical assistance), and Publicity (if you want your event to be publicized off-campus). If your event is in the Campus Center, use the Campus Center Spaces ONLY category to select your equipment, setup and technical needs. Click on each item needed so that it shows under ‘**Selected Resources**’. As you do this, you should “star” these items so that you can select them more easily the next time you need them. Be sure to adjust the quantity if you need more than one of any item. NOTE: the “**Setup Instructions**” box is the only place where you enter any setup, configuration or any other instructions pertinent to that resource. Do not put any instructions about your setup or location needs anywhere else.
4. If there are multiple dates in your event, click ‘View and Modify Occurrences’ for each resource to indicate the quantities and instructions for the dates they are needed. You can un-check the box on the far left for any date the resource is not needed. Enter setup instructions by clicking the pencil icon to make the field a text box. If the instructions are the same for each date, click the blue arrow to copy the instructions for the remaining dates. Click ‘**Save Changes**’ when done.
5. Save and close the event. If you haven’t “Starred” this event already, be sure to do that at this point so you can easily find this event if you need to add resources at a later time. (**click**  **Add to Starred?** **in the ‘More Event Options’ box).**