

REQUESTING SPACE in 25LIVE

1. Using either Chrome or Firefox as your internet browser, go to <https://25live.collegenet.com/smith> and log in using your network user name and password.
2. 25Live opens to the 'Home' tab. If necessary, click the 'Dashboard' sub-tab, to get to this screen, which provides several easy ways to get to the events or locations you need to see or access.
3. Click the tab that says 'Event Wizard' on the row of tabs near the top of the 25Live window. This opens the request form.
4. The request form has required fields, indicated by a red asterisk. The request cannot be submitted if these fields are not completed. Start by entering a descriptive and accurate event name, shortening if needed to fit the 40-character limit (if needed, use the 'Expanded Event Name' field for information that doesn't fit in the Event Name field, such as the name of the lecturer or film). Tab to the Event Type field.
5. Click the Event Type field drop-down arrow and choose an Event Type that describes the nature or purpose of the event. If this is a type you will use frequently, you should "star" this type by clicking on the white star at the right end of this field. This will let you select the type more easily from a list of 'Your Starred Event Types' the next time you submit a request. NOTE: The event type cannot be changed once your event is processed so please choose an accurate type. Tab to the Department-Program-Office field.
6. If you haven't yet starred the department you're submitting the request for, type first three letters of the department name in the organization field, and 25Live will auto-select matching organizations. Select the correct department from the list that results. If you'll be entering requests in the future, 'star' the organization after you select it. If you have starred departments, select from the department/program/office drop-down list. Click 'Next.'
7. On the next screen, enter the expected number of attendees (if known). If you have information that people coming to the event may want to see, enter it in the Event Description for Publicity field (this information can be added later). Otherwise, click 'Next.'
8. If the event meets on more than one date, click 'Yes'; if not click 'No.'
9. On the next screen, click the icon that looks like a calendar to select the date of the event. Unless the event ends after midnight, the end date will always be the same as the start date. Select the time the event begins, paying attention to am/pm distinction.
10. If you want to access the room before the event begins (for example, to put out brochures), indicate this by entering the amount of time you want for "Pre-event Time." Similarly, use "Post-event Time" if you the reservation to include time after the event, for example, if you think a lecturer will want to stay and talk privately with people after a lecture. **Do NOT indicate any setup or takedown time.** Click 'Next.'

11. If you indicated that your event will be on just one date, the next screen will be where you indicate which location you are requesting. Go to step #13. If the event meets on more than one date, indicate additional dates by selecting 'Ad Hoc Repeats' and clicking on the remaining dates, using the drop-down arrow to navigate to a different month if needed. Do NOT use the 'Daily', 'Weekly' or 'Monthly' recurring patterns! Click 'Next.'
12. To find a location, click 'Find by Location Name' and enter the first three letters of the space name in the field, then press your keyboard 'Enter' key. Select (click on the name of) the space you want, then 'star' this space so that it can be easily selected next time. If the space is not available, you'll see a red triangle with an exclamation point to the right of the location name. Repeat these steps until you find an available location. Click 'Next.'
13. If you know at the time you're submitting your space request what services you're going to need, indicate these by selecting Resources. (You can add resources after you submit the request and even after the space has been scheduled). Having starred resources will allow you to select what you need from the 'Your Starred Resources' list. Otherwise, you can use 'Find by Resource Name' or click 'Advanced Search' and select a resource category. Select the resource/s from the lists that appear when you click on these categories. **NOTE: If your event is taking place in the Campus Center, choose 'Campus Center Spaces ONLY' to choose both technical and other types of equipment needed.** If taking place elsewhere, select either 'Facilities Management' or 'Technical Equipment and Services' category, depending on what kind of services you need. Make sure to adjust quantities. If you want your event publicized off-campus, select the 'Publicity' category to request local media calendars. 'Star' these items so you can select them more easily next time. Click 'Next.'
14. Custom attributes are a way of indicating more information about your event that others (the scheduler, service providers, or someone attending the event if it's open to the public) need to know. Examples of information that should be indicated here are if food will be served, if the event is free, or the admission prices if it is not. Note that depending on the type of information you are providing, when you click in a custom attribute checkbox, some will open a text field or a field for a dollar amount, others for a 'yes' or 'no' selection. Be sure to complete these additional fields.
15. Once all the information is complete and accurate, click 'Save.' This sends your request to a queue where it will be retrieved and acted on by a space scheduler. Note that this is a **REQUEST** only; you have not reserved a space.
16. On the screen that comes up after you 'Save,' click "Add to Starred?" in the 'More Event Options' box (you may need to scroll down to see this) to 'Star' your event! This will make it easy to go back into the event to add resources or just to check on the event details.
17. Important: 'Close this event' by clicking the 'x' in the small red box in the upper right corner of the event details window.
18. Go back to Home dashboard to see the event in the "Your Starred Events" box (you may need to first refresh this box). Click on the event name when you need to go back to the event at a later time.

Expanded information and screen shots on many of these steps is available at the 'Tip of the Month' archive at: <https://www.smith.edu/about-smith/emo/forms-and-resources>. Check back here periodically to see the tips that are added each month.