Web-based Scheduling System

• Central source for space information used by multiple departments across campus to communicate reservation information for events & classes.

• A tool that allows the campus community to view availability and request space reservations for all shared spaces on campus.
25live.collegenet.com/duq

- Faculty & Staff username & password = multipass
- Student username & password will be given after completion of training on Blackboard
The University permits 4 event categories on campus:

1. University Sponsored Events*
   - Events planned exclusively by a university department or school

2. Student Organization Event*
   - Events planned exclusively by a university recognized and registered student organization
     - Organizations must be in good standing with the Center for Student Involvement
     - Student Organizations should elect one representative to submit requests
     - University Departments should not submit Student Organization events

3. Co-Sponsored Events
   - Events planned by a university department or school in conjunction with an external group.

4. External Events
   - Events where no university department or school is involved. Affiliations to the university are required for this event type, and all scheduling should be done through Conference & Event Services

*only University Sponsored Events and Student Organization events should be submitted via 25Live. Co-Sponsored & External requests should contact the Office of Conference & Events Services at x3561.
Basics

• University 25Live web page: www.duq.edu/25live
  – 25Live system link
  – 25Live User Guide
  – List of university spaces available to schedule in 25Live
  – Facilities Use document & Building Specific Policies
  – 25Live Event Types (description of event types, which route requests to appropriate space Scheduler)

• Gather important information:
  – Planning materials found on Conferences & Event Services site
  – Student Organization forms and planning materials can be found on the Conferences & Event Services and Campus Link under the Center for Student Involvement page.
Spaces on 25 Live

1. Academic Spaces (classrooms, lobbies, etc.)
2. Computer Lab Spaces (College Hall, Rockwell)
3. Event Spaces
   - Union rooms (Africa Room, Ballroom, 1st & 6th floor meeting rooms)
   - Power Center Ballroom
   - Outdoor spaces (Mellon Patio, Academic Walk, etc.)

Please refer to the Guide to Reserving Campus Spaces for more details and who to contact for spaces that are not on 25 Live.
Confirmation Process

- Reservation requests are “DRAFTS” (i.e. do not hold the space) until confirmed by a Scheduler.

- Requests are reviewed & notification is sent within 2-4 days of submission.
  - follow up emails are sometimes necessary to gather missing information or to communicate space conflicts.

- A “Confirmed Reservation” email is sent with reservation information:
  - Detail of reserved space, time and resources
  - Event coordinator
  - space related policies
  - Outstanding REQUIREMENTS (events checklist) to be completed prior to event date
  - Supplemental paperwork that might need to be filled out

**Please Note: the reservation is not confirmed until a “CONFIRMED RESERVATION” email is received**
Navigating Locations

Click on Locations Tab

Enter keywords to search specific locations or enter more advanced filers through “More Search Options”

Click “Edit” to filter based on location needs

NOTE: select from drop-down to specify matching ANY (to match any checked options) or ALL (to match all selected categories, limiting results)
How to Request a Space on 25 Live

Dashboard view (after log-in)

Event Wizard to begin creating your request
Basic Event Info

Red asterisks means the fields are REQUIRED.
Basic Event Info

Choose this event type if your event will be in the Student Union.

Choose this event type if your event will be in another location on campus.
Reoccurring or Non Reoccurring Event

If not reoccurring select no and move on

If reoccurring then select yes and follow the instructions on the next page
Make sure this is always checked

Never adjust the event end date. You will select your multiple dates on the next page for reoccurring events

Pay attention to the notes on the side; they are there to assist you!
Reoccurring or Non Reoccurring Event

The best option for picking multiple dates

Ad Hoc Repeats
Individually select dates to add to the event.

Daily Repeats
Examples: Repeats every day for 5 occurrences; Repeats every 3rd day through a specific date.

Weekly Repeats
Examples: Repeats every week on Monday and Thursday for 12 occurrences; Repeats every other week through a specific date.

Monthly Repeats
Examples: Repeats every month on the 1st and 15th through a specific date; Repeats every 3rd Monday of the month for 6 occurrences.

Does Not Repeat
This event has only one occurrence.
Use the calendar to select multiple dates.
Selecting Event Space

- Type in building or space name
- If you are unsure about a location being on 25 Live, please refer to the Guide to Reserving Campus Spaces

Date Restrictions
Event occurrences that you create are restricted to:
- No later than 2018-05-13

Find and select a location (see instructions):

Your Starred Locations...

Search by Location Name...

Saved Searches...

Advanced Search...

1) Click on location name to add it to the "Selected Locations" area on right viewing pane. A green check should appear to denote the location is available (see note below regarding location hours).
2) Select a room configuration from the Layout drop down menu.
3) Type in known Setup Instructions. Note: Enter instructions before any pre-populated text.

Note:
- Reservation requests extending beyond location building hours will result in a conflict, however the Location can still be reserved. Be sure to uncheck the "show only my authorized locations with no time conflicts" bar. Locations will show no conflicts in the search, designated by a clock icon upon hovering over the conflict icon, but when added to "Selected Locations" will reflect a green check mark, indicating the location is conflict-free.
Selecting Event Space

A green check means the rooms is available for your dates and times selected.

A caution sign means the room is not available. If you hover over the caution sign it will let you know the exact date/s it are unavailable. Note that you can override building hour conflicts.
After you have selected your location be sure it appears in both areas circled in red. If it is not that means no location was assigned to your request.
Request Information

Attach any files pertaining to the event
Request Information

- Answer all required questions in this section. You will not be able to move forward with your request if you do not.
- Question will vary depending on event type.
Contact Information

The SCHEDULER and REQUESTOR field will pre-populate for you.

For student organizations, please add your advisor.

If you are not the primary contact for the event, but are requesting the event, please complete the contact fields.
Select Categories

Choose all the categories that apply to your event.
Please provide a brief description of your event and intended audience information in the box.
Click to read Facilities Use policy and agree to the terms and conditions to finalize the request.

Terms and Conditions

By submitting this request, I agree to the following terms:

- I am aware this is only a REQUEST for a space and not a reservation until a confirmation report is received via email.
- I assume responsibility for contacting any service providers associated with my request and notifying them in the instance it is cancelled.
- I am aware of, have read and understand the Facilities Use Policy and University [Link].

All of the information submitted in this form is true to my knowledge.

I agree

Back
Cancel
Save
Next
Once you click SAVE, the request will be saved in a DRAFT state and be routed for approval.

You can expect a CONFIRMED RESERVATION email receipt within 2-3 business days; read over carefully and note Instructions for assigned resources and event requirements.

Please remember you may receive supplemental paperwork that will need to be filled out when you receive your confirmation.
Questions?

Email:

25live@duq.edu

(technical assistance)