25 Live – Space Reservation Instructions

Updated – March 27, 2013

25Live – University of Denver Campus Space Reservation Software

25Live is the new software used to schedule spaces in the Ricketson Law Building, Driscoll Student Center, Anderson Academic Commons, academic buildings, outdoor spaces, and the Towers Centennial Room.

Step 1. Sign in to 25 Live

Navigate to http://25live.collegenet.com/du and click on “Sign In” link at the top right of the screen.

(Recommended browsers: Firefox, Chrome, Safari)

Sign in by entering your Pioneer ID Number as the Username and your WebCentral Passcode as the Password.
**Step 2.** Begin the Event Creation and Editing Process

Click on the “Create an Event” button to begin your Event Space and Resource Request.

Click on the “Create an Event” button
Step 3. Enter Event Name and Event Time information

Enter your “Event Name” - This field features a red asterisk (*) which means it is a required field. The maximum length of your event name can be 40 characters including spaces.

Enter your “Event Type” - Click on “All Event Types” and select the event type that most accurately describes your event. IMPORTANT: If you choose an event type that isn’t appropriate for your event, your request will be cancelled and you will be asked to resubmit it with the correct event type. Once done selecting Event Type, click on the “Next” button to proceed to the next screen.
Step 4. Enter your “Event Date and Time” NOTE: This field features a red asterisk (*) which means it is a required field.

Enter the desired Start and End Date(s) and Times time for the event.

Enter “Pre-event duration” and “Post-event duration” if you will need extra time before or after the event for setup/takedown. Pre- and Post-event time is time for you as the event host to set aside time for your setup/clean-up. Setup and Takedown time is reserved for University facilities and service providers to designate time for their setup needs.

If your event repeats, find the “Event Repeats?” dropdown and select the appropriate repeat option. For example, if your event meets every week or every two weeks on Tuesdays, select the "Repeats Weekly" option and fill in the details applicable. If your event does not have a specific repeat pattern (i.e., one week it occurs on a Tuesday and the next week it occurs on a Thursday) select the "Repeats Ad Hoc" option and select the specific dates of the occurrences on the calendar provided. As long as the meeting series is for the same TIME of day, you may use this feature. If your times are different, a separate request must be completed for each change in meeting time.

Once done with Event Date and Time options, click on the “Next” button to proceed to the next screen.
Step 5. Select your “Primary Organization for this Event” NOTE: This field features a red asterisk (*), which means it is a required field.

To find your organization, Select Search> Search by Organization Name

*If you cannot find your organization on the list, try searching for a higher level area such as a cluster or division level name. In the example below, the Campus Life cluster was selected because the Driscoll Student Center department is not listed in the 25Live system.

*If you have any questions about departmental/organization names in the 25Live system, please contact the scheduling manager, Mike Latimer at mlatimer@law.du.edu.

Tip: Once you have found your organization, click the star to add to your starred organizations. This will make it easy to find your organization the next time you complete a request.

If additional organizations are sponsoring the event, they may be selected in the next section:
**Step 6.** Add your “Event Head Count” **NOTE:** This field features a red asterisk (*), which means it is a required field.

Enter the estimated number of attendees in the “Expected” field. The head count will help determine which available rooms come up in your search.

“Registered Head Count” is not required.

**Step 7.** Select your “Event Location”

There are multiple ways to search for the event location. Use the search feature that makes most sense to you in order to select your desired event location. **In the example below, the event location is selected by performing a location search for “Driscoll”.** To reserve space in the law building type in “Ricketson”, not Sturm.

A green check mark will appear to the right of locations that are available during your requested time. A red triangle will appear to the right of locations that are unavailable during your requested time. You can filter your search to remove unavailable locations by checking the “Hide Unavailable” box at the bottom of your list of locations.
Select your preferred location and you will see it populates in the “Selected Locations” list to the right of the location field. Information about the maximum capacity and space features will appear. Review the “Features” of the selected location(s) to determine if the required Audio/Visual equipment is available in the space. If not, you will have an opportunity to select equipment on the next screen.

Select a layout and enter detailed setup instructions if necessary.

You can select multiple locations for your event.

Once done with Event Location options, click on the “Next” button to proceed to the next screen.
Step 8. Select your “Event Resources”

If you need Audio/Visual equipment that is not included as a “Feature” of the Event Location you selected in the previous screen, use the Event Resources screen to select the equipment you require for your event.

- Select Categories > General Resources > Choose from...

Select the required equipment and provide detailed Setup Instructions. Select the “next” button to proceed to the next screen when done selecting resources.
Step 9: Complete “Additional Event Information”

Please complete all fields that are applicable to your event. Example is provided on next page.
EXAMPLE: Completed “Additional Event Information” Screen

It is best to provide as much information as possible. If you do not complete the information, you may be contacted to provide these items before your event can be approved which will increase the amount of time it takes to confirm your event. IMPORTANT: If you are requesting spaces that have rental charges, setup fees, custodial charges, etc., make certain to include your complete organization account/budget number.

Make certain to include entire budget number
**STEP 10:** Provide an Event Description and select the appropriate “Event Categories and Calendars” for your event.

**NOTE: THIS STEP IS NOT NECESSARY TO COMPLETE** because the online calendar system has not been launched. This functionality will be added in the future to provide a centralized University Events Calendar.
Step 11: Complete the “Event Comments” section

Please provide any additional information that would be helpful for the schedulers, service providers, or event approvers. Click the next button when done in order to proceed to the next screen.

Step 12: Complete the Affirmation Statement Section

Read the affirmation and select “I agree” before clicking on the finish button. You may not proceed if you do not agree with the Affirmation Statement.
Step 13: Under which heading should you save the event?

Select “Internal Events” and hit save.

It will take a few moments to save the event. **Please do not navigate from this screen until the event is saved and the next screen appears.**

Select “Internal Events” and hit save.
SUCCESS: Event and Resource Request Complete!

Once you receive notification that the event has been successfully saved, you are done with the request. **YOUR EVENT IS NOT CONFIRMED YET.** You may view details about your event request by clicking on the “View Details” button on the right hand side of the page.

**Next Steps:**

- **Wait until you receive a confirmation email from the space scheduler.** Space and event requests should be submitted no later than 2 weeks in advance of the program date. Space request confirmations can and will take varying amounts of time, depending on the request process and space.

Please contact Mike Latimer for questions regarding the 25Live Reservation process.