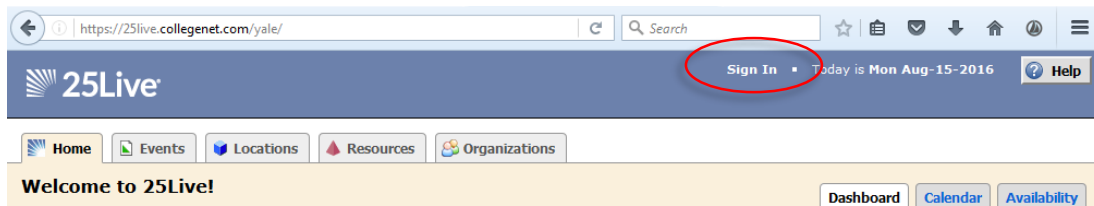

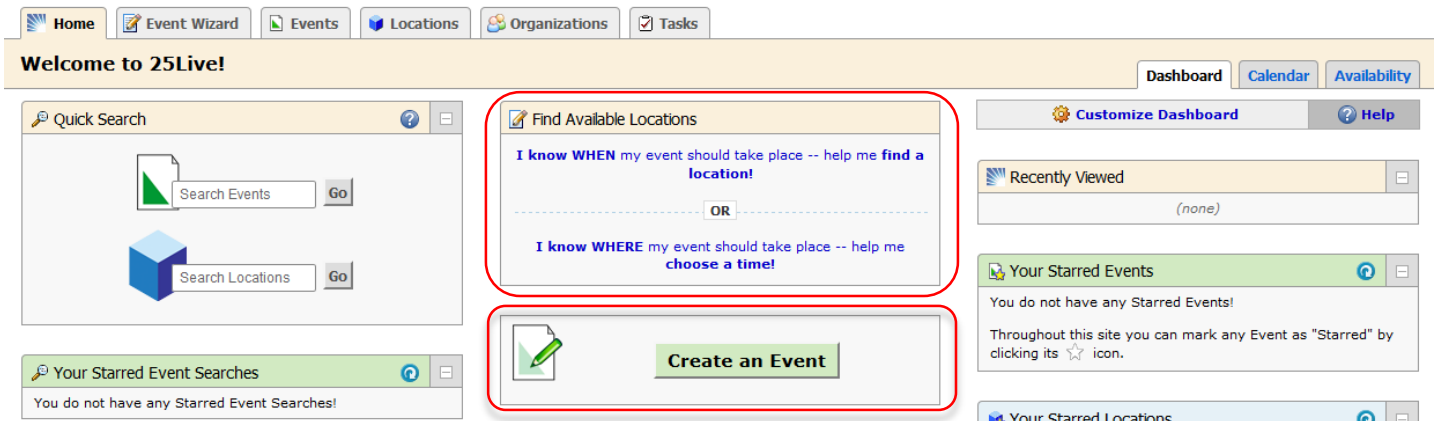


25Live User Guide: How to Make Reservation Requests

1. Go to <https://25live.collegenet.com/yale/>, click Sign In at the top right corner, and sign in with your NetID and NetID password. (Note: the preferred browser is Firefox.)



2. Once signed in, there are several ways to create an event. You can click **Create an Event**, you can **Find Available Locations**, or you can click the  icon that can be found in various views throughout 25Live.



3. Use the **Event Wizard** to enter the details for your event. Use the Back and Next arrows at the bottom of the screen to navigate. Look to the right column of the page for details about the field you are in. You can cancel or save your event at any time. **Undergraduates must be part of a [Registered Undergraduate Organization](#) to request rooms controlled by the Registrar's Office. Undergraduates requesting spaces in their own college should select their college as the organization.** All other requestors should select their department or school. If you do not see your organization, please email classrooms@yale.edu.

Untitled #1 [New Event...](#)

Event Name

This reservation wizard is designed to collect the information needed to schedule an event. Please be as detailed as possible when submitting this information.
* All requests are subject to approval *

Date Restrictions
Event occurrences that you create are restricted to:
• At least 5 days from today

Start by entering the basic event information.

Event Name
* This field is required.

Event Type
Search for an Event Type *

Primary Organization for this Event
Search for an Organization *

Additional Organization(s) for this Event
Search for Additional Organizations

Please enter a name that clearly describes the event.

◀ Back Next ▶

Cancel Save

- A single event can have multiple locations and dates at the same time, but if an event has multiple times, you will need to create a new event for each new time.
- When you reach the page for finding and selecting locations, you will search for locations by name. Enter the name of the location you wish to reserve to check availability (you can search by building or specific room). Click on the location from the result list to select the room. After you click the location it will appear in the right column under **Selected Locations**. You can remove rooms by clicking the red X to right of the location in the right column. Below the search results are two checkboxes for limiting your search results to locations with no conflicts and by enforcing headcount. You may wish to deselect either to see rooms that may be smaller than your expected headcount or to see what conflicts exist and possibly adjust the time of your event. A location will have a green checkmark if it is available or a red exclamation point if there is a conflict. If you select the room with a conflict, you can hover over the location on the left column to see the time of the conflict.

Find and select LOCATIONS.

★ **Your Starred Locations...**

🔍 **Search by Location Name...**

wlh

Location	Availability
WLH 201 William L. Harkness Hall Max Capacity: 212	Available (Green Checkmark)
WLH 202 William L. Harkness Hall Max Capacity: 28	Conflict (Red Warning Icon)
WLH 203 William L. Harkness Hall Max Capacity: 28	Available (Green Checkmark)
WLH 204	Available (Green Checkmark)

Show only my authorized locations that have no time conflicts

Enforce head count

Selected Locations

📌 **WLH 202**

William L. Harkness Hall

Max Capacity: 28

Features: Board: Chalk; Doors (entry/exit); Floor: Flat; Flooring: Hardwood; Media: Aux input (audio/video); Media: CD playback via DVD player; Media: DVD player (multi-region); Media: Data Projector; Media: Internet Access; Media: Overhead projector (transparency); Media: Screen; Media: VHS (multi-standard); Room Darkening Shades; Seats: Tablets; Style: Seminar

Conflicts:

📌 **YCDO/FRESHMAN COUNSELOR TRAINING**
Sat Aug-20-2016, 9:00am - 5:00pm

Setup Instructions:

Attendance:

- Continue filling in all required information and clicking next until you get to the end of the Event Wizard. On the last page, you can either save the event as a Draft or as Tentative. Most times you will want to save as Tentative, which will prompt an approver to review your request. If you save as a Draft, you will need to eventually save again as Tentative to submit the event for approval.

Verify or change the EVENT STATE.

Draft
Your Location and Resource selections will be saved as preferences until this event is changed from its Draft state.

Tentative
The event is scheduled, but is awaiting Confirmation from its Scheduler.

◀ **Back** **Next** ▶

✖ **Cancel** **Save**

7. Once submitted, the appropriate approver for the space(s) you have requested will review your request. Approvers will have the ability to approve, deny, or edit your event. Your request is not approved until you receive a confirmation message from an approver or you see that the status of your event has been changed from Tentative to Confirmed.
 - a. To check on the status of event requests or edit event drafts, return to the Home tab. On your Dashboard you will see **Your Upcoming Events** and **Your Event Drafts**.
 - b. Once an event is confirmed, you can no longer edit it.
8. Throughout 25Live you still see star icons (★). You can click these icons at any time to mark locations, organizations, and events as favorites.
9. If you have questions about using 25Live, please email classrooms@yale.edu.