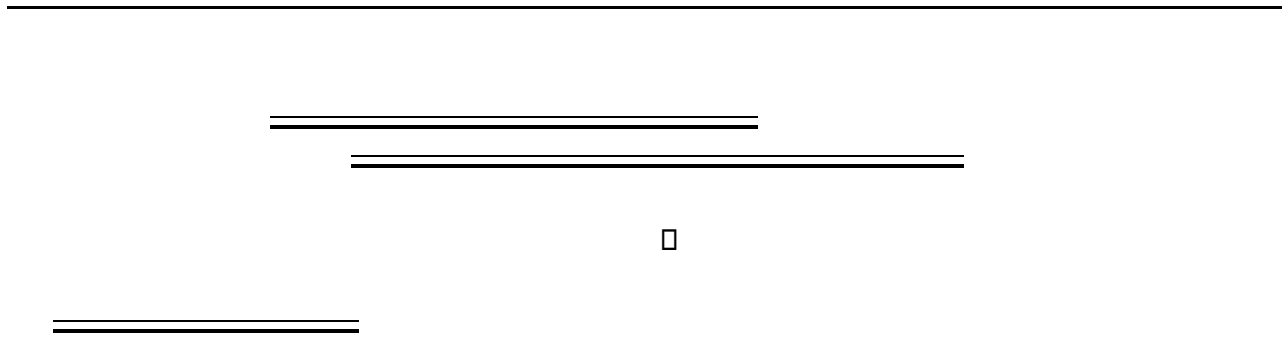


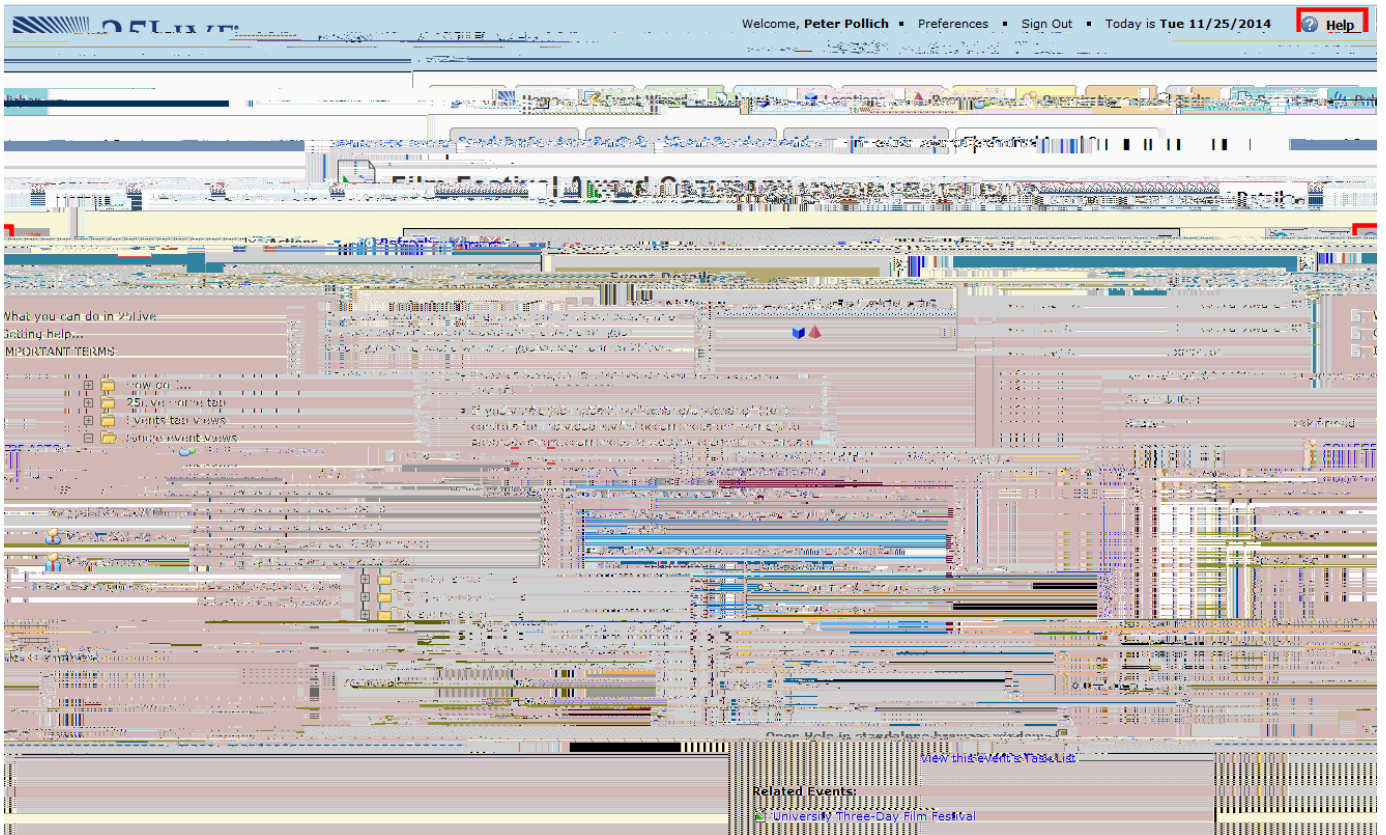


Creating a Space Request Using 25Live



Keep in mind that you can always consult the online help if you have questions about what to do. Click the  **Help** general "Help" button in the upper right of the page to access all Help topics, or click the  Help icon in the navigation bar to access context-specific help for the current view or functional area.



The remainder of this document outlines how to create a space request in 25Live for a regular user.

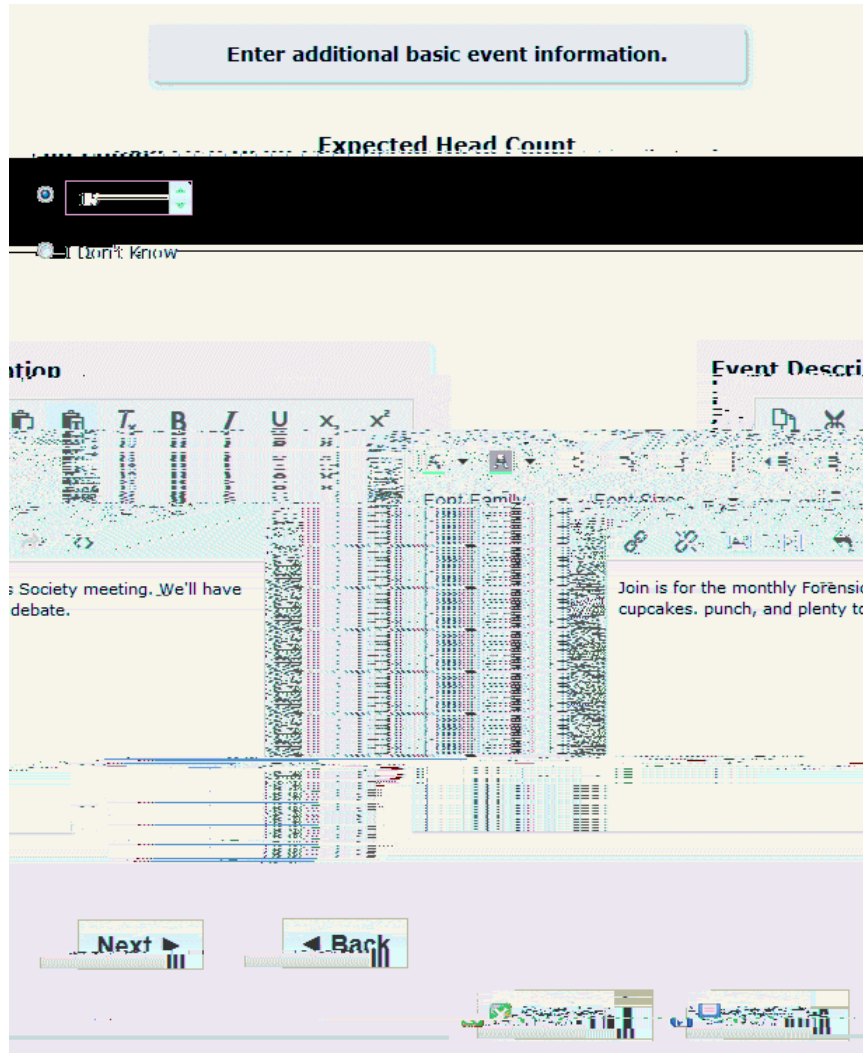
Enter an Event Name, and select an Event Type and Primary Organization. The Event Name is how the event will appear on web calendars and in searches. If fields are mandatory, an asterisk will appear to the right of it. Once mandatory fields are entered, the asterisk becomes a check mark.

The screenshot shows a web form for creating an event. At the top, a blue box contains the instruction: "Start by entering the basic event information." Below this, there are four main sections:

- Event Name:** A text input field containing "Forensics Society Meeting" with a green checkmark to its right.
- Event Title:** A text input field containing "Monthly Meeting".
- Event Type:** A dropdown menu currently showing "STUDENT AFFAIRS" with a star icon, a close button (x), and a dropdown arrow. A green checkmark is to the right of the dropdown.
- Additional Organizations:** A section with a search bar and a list of organization names. The list includes "Department of Psychology" and "Department of Criminal Justice". There are icons for adding and removing items.

Click "Next" to enter additional basic information.

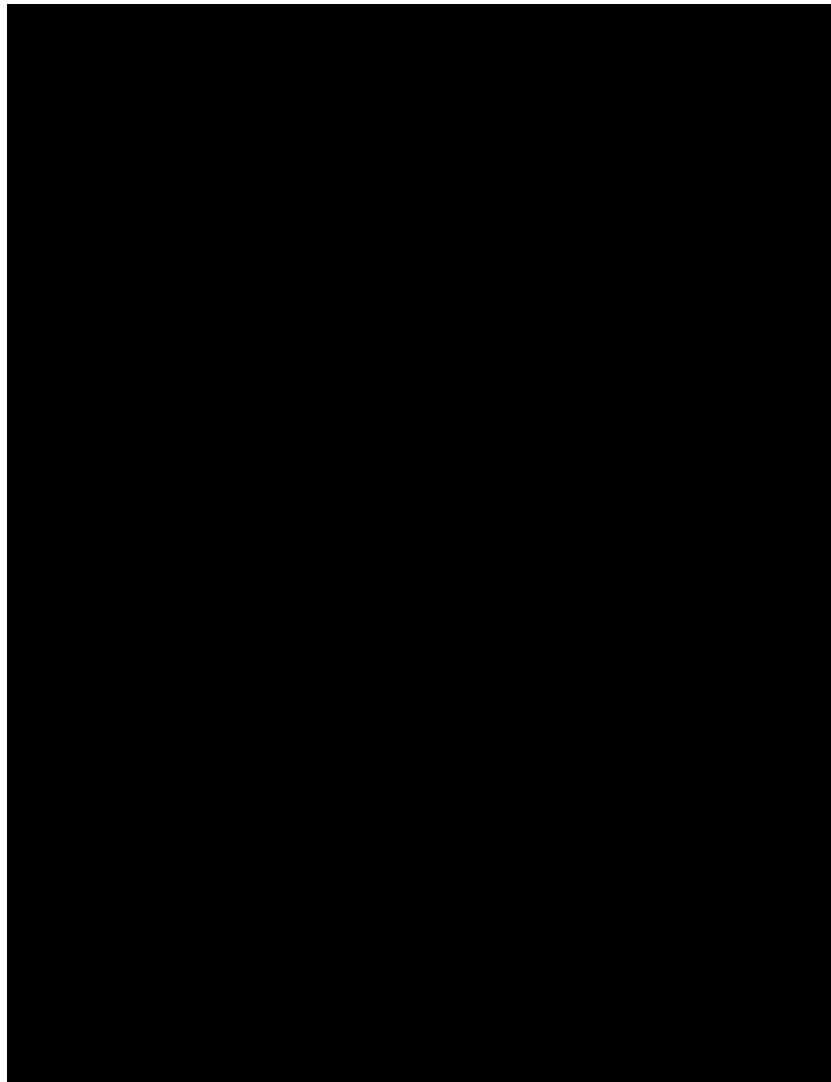
Enter the event's expected head count, and event description. The Event Description is used to describe the purpose of your space request. If it will be published to a calendar, it should also describe the overall event (this is a good PR opportunity). Please do not use the Event Description to leave notes for the space approver.



Click "Next" to add event occurrence information.

Specify the date and times of the first occurrence date of the event. If your event occurs on multiple days, you'll describe how it repeats later.

If the event requires Setup/Pre-Event and/or Post-Event/Takedown time, select the option you need, then set the number of days, hours, or minutes needed. This is useful for things like setting up, having catering delivered, or when doors open for a large event.



Click "Next" to set up multiple event occurrences, or if the event has only one occurrence click "Next" to select the event's Location.

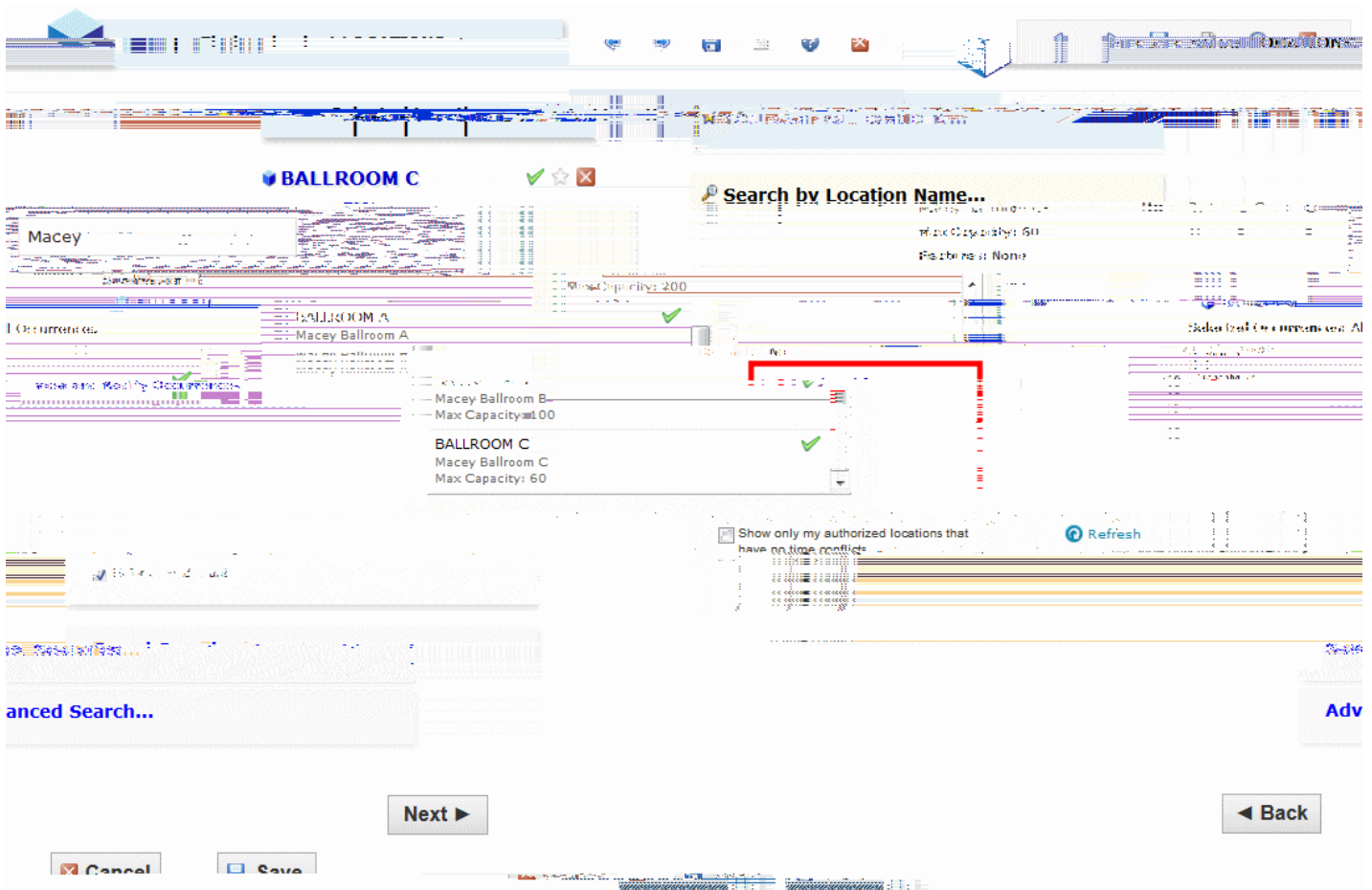
If you need to switch to a different kind of repeat pattern, select it from the drop-down at the top of the panel. Use the repeat date controls to define the event's repeating pattern or ad hoc dates. Once defined, you see the dates in the Occurrence

Search for suitable locations by location name, or saved search. Public searches are available for your assistance. Locations that best fit your head count will appear higher in the list. If you've searched, choose one or more available locations for your event.

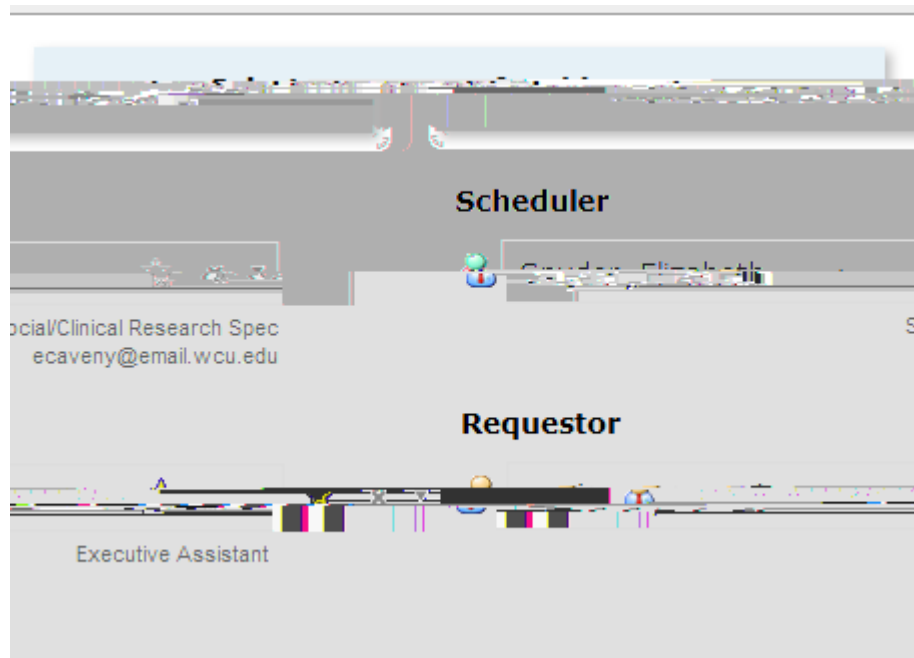
Please note: 25Live allows for multiple locations to be requested. However, the University practice is to request only one space/location per request and requests with multiple locations are not valid will not be routed properly.

A red triangle means the location is not available. A green check mark means the location is available. A green box with lines inside means the location is in use, but the event that is using it is willing to share the location. Make sure to select a location that is available.

If you need to un-assign a location for specific occurrences, choose a different room layout, and add setup instructions, click "View and Modify Occurrences" on the right.



The location scheduler is automatically assigned to your event, based on the space you requested.



Click "Next" to add any comments or notes for the event.

Enter appropriate comments and/or notes for the event.

Internal Notes can be seen only by people who are event contacts, like Requestor and Scheduler.
This is a good place to leave set-up instructions and/or budget codes.

(edit screenshot)



Click "Next" to choose the state of the event.

Click Tentative as the event type, and then click Save.

