25Live – Room Reservations

All room reservations go through 25Live. To access 25Live, you can either use the following URL, <u>https://25live.collegenet.com/pro/wwcc</u>, or choose the 25Live icon in CCNET.

To reserve a room or check room availability, see below.

Accessing 25Live & Logging In

- 1. Go to our homepage, <u>https://www.wwcc.edu/</u>
- 2. Scroll to the bottom and click **CCNET**. If necessary, log in.



3. Click the **25Live** icon



4. This is the page you will see. You are not logged in until you click sign in.

Dashboard × +		- 0
→ C 25live.collegenet.com/pro/www		🖈 🗘 🕷 🗖
		E Sign In More
		Q Go to Search Nothing recently viewed \$
Q Quick Search	^	Popular Locations ^
Search Events	Q	WW00D0121 Main Building (D) 121 - Classroom
Search Locations	Q	WW00D0181 Main Building (D) 181 - Conference Room
Search Resources	Q	WW00D0241
Search Organizations	Q	WW00D0242 Ww0.DD0242
Q Public Event Searches	^	Main Building (D) 242 - Classroom
Events on Clarkston Campus		Main Building (D) 243 - Classroom
Events on Walla Walla Campus		WW00E1732 Health Sciences (E) 1732 - Performing Arts Auditorium
Public Location Searches Clarkston - Classrooms	^	WW00R2023 Water Center (R) 2023 - Conference Room
Clarkston - Computer Labs		WW00R2024 Water Center (R) 2024 - Conference Room
Clarkston - Conference Rooms		WW00R2083
Walla Walla - Classrooms		WWCLK0164 Clarkston Main (CLK) 164 - Conference Room
 Walla Walla - Computer Labs Walla Walla - Conference Rooms 		WWCLK0187 Clarkston Main (CLK) 187 - Multipurpose
Walla Walla - ITV Rooms		Room (MPR)

5. Login in using your **Employee ID#** and **Net ID Password** (same login credentials as your campus computer).

Sign In			×	- 7 L
	To be added as a us	er, please contact your ad	ministrator.	Se
	Username	814999999		
				ar
	Password	•••••	3	0
				n
			Cancel Sign In	0
()				n

Accessing 25Live & Logging In

1. To schedule an event/meeting, click either Create an Event or Event Wizard tab

		🕂 25Live Pro 🕑 Event Form				
		Q G01	Search Nothi			
Q Quick Search	^	Find Available Locations	Your Starre			
Search Events	Q	I know WHEN my event should take place help me find a location!	You do not hav			
Search Locations	Q	OR	Throughout thi as "Starred" by			
Search Resources	Q	I know WHERE my event should take place help me choose a time!	🔷 Your Starr			
📩 Search Organizations	Q		WW00D012			
Q Your Starred Event Searches	^	Create an Event	Main Buildir WW00D018 Main Buildir			

2. Enter the **Event Name.** *Event Title for WWCC Web Calendar is for if you are wanting/needing the title to be displayed different on the calendar, if applicable.* You only need to fill out the Event Name if you are ok with using that title for both.

Event Name - Required (i)	
Event Title for WWCC Web Calendar i	

6. Select the appropriate **Event Type** from the drop-down menu.



7. Enter the appropriate **Primary Organization for this Event**. If you don't see one that will work for your event, submit a HelpDesk ticket listing what Organization you are needing added.



8. If you know how many will be attending, enter in the **Expected Attendance** box. If not, leave it blank. An **Event Description** can be entered as well, but is not required.

Expected Attendance (i)	
Event Description (i) File File View Format	
Solution Sizes Solution B I U A ▼ A ▼ Font Family ▼ Font Sizes	

9. Enter the **Date** of the meeting and the **Start and End** time. Even if you have an event that will span over a couple of days, leave the box 'This event begins and ends on the same day' checked.

Event Date and Time - Required (i)
Tue Nov 19 2019
10:00 am
То:
11:00 am
This event begins and ends on the same day
Event Duration: 1 Hour

10. If you have any set up or break down for your meeting, use the options under **Additional Time** to indicate that. Click the arrow to open the options.

Additio	nal time					^
Pre-Eve	ent Time					
0	Days	0	Hours	0	Minutes	
Post-Ev	ent Time					
0	Days	0	Hours	0	Minutes	
Reservat Reservat Reser	tion Start: Tu tion End: Tue rvation Durat	ie Nov 19 Nov 19 2 tion:	2019 12:00 p 2019 1:00 pm	im		

11. To set up a repeating event, you can select the dates on the calendar that your events will be taking place, or you can click **Repeating Pattern** to choose the repeating pattern that best suites your event.

Click on the calendar below to add dates to your event or click the button below to select a date pattern for your event.

~	<	Nove	mber	2019	>	»	
s	м	т	W	т	F	s	
27	28	29	30	31	01	02	
03	04	05	06	07	08	09	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
01	02	03	04	05	06	07	
View All Occurrences							

12. Enter the room number for the room you are wanting to meet in and press enter. If it is available, it will say 'Reserve'. If it's not available, it will say 'Unavailable'.
Locations (i)

Locations Sea	arch				^			
Auto-Load Sta	rred: No	Yes						
🗆 Hide Locatio	ns with Conflicts	s 🔲 Enforce H	leadcount					
Saved Searc	ches (optional)	~	181		×			
			Hint! Type :: to	use SeriesQL.				
More Options	~			Res	set Search			
Add	Name	Title	Capacity	Availability	Conflict Details			
Reserve	WW00D0181	Main Building (D) 181 - Conference Room	15	1/1	None			
	1 Matching	Locations		Page 1 of 1				
	First Previous 1 🔷 Next Last							
		ltems per pa	ge 25 🜲					

13. Select the room. It will appear right below the location search.

	Items per page 25 🜲
 ♥ WW00D0181 ☆ Add to favorites Location Title: Main Capacity: 15 	s n Building (D) 181 - Conference Room
Capacity: 15 Remove View C	Dccurrences

14. Resources are what are needed to help make you meeting/event happen. See the instructions landing page for a listing of resources we have available. IF YOUR EVENT REQUIRES ANY SPECIAL SET UP, CHOOSE CUSTODIAL AS A RESOURCE. By choosing the resource, you are alerting them that you are needing assistance. <u>Be sure to choose campus appropriate resources</u>. To find the resource, enter the name and press enter. Resources (i)

Resources Search			/
Auto-Load Starred:	No Yes		
Saved Searches (op	tional) ~	custodial	×
		Hint! Type :: to use SeriesQL.	
More Options 🗸			Reset Search
Add	Name	Quantity Available	Conflict Details
1 Request	Custodial Support - Clarkston	Unlimited	None
1 Request	Custodial Support - Walla Walla	Unlimited	None
2 M	latching Resources	Page	1 of 1
	First Previous	1 🔷 Next Last	
	ltems per pa	ge 25 🜲	

15. If applicable, choose the campus appropriate resource. It will appear right below where you selected the resource. You **must** include the room setup or what you are needing in the information box. To do so, click **View Occurrences** and enter that information in the '**Instructions**' box. *Tip: By filling out the top box with the instructions, it will fill out all occurrences of the meeting, if you have multiple meeting dates.*

Custodial Sup	port - Walla Wa	lla				×
Date	Time	Conflicts	Included	Instructions	Quantity	Available
Set For All						
Tue Nov 19 2019	12:00 pm - 1:00 pm		V		1	Unlimited
						Close

16. If your meeting requires ITV, add that as a resource as well. Enter **ITV** in the search box and press enter. <u>YOU WILL NEED TO SELECT BOTH CLARKSTON AND WALLA WALLA</u>. Selecting both alerts both campuses that there is an ITV meeting.

Resources ()	Resources	()
--------------	-----------	------------

Auto-Load Starred:	No Yes		
Saved Searches (op	otional) ~	itv	×
		Hint! Type :: to use SeriesQL	
More Options 🗸			Reset Search
Add	Name	Quantity Available	Conflict Details
1 Request	ITV - Clarkston	Unlimited	None
1 Request	ITV - Walla Walla	Unlimited	None
	Astabing Descurace	Daga	1 - 5 1
21	fatching Resources	Page	
	First Previous	1 🜲 Next Last	
	ltems per pa	age 25 🜲	

17. They will appear below where you searched for the resources, along with any other resources you selected.

	Items per page 25 🜲
▲ Custodi	al Support - Walla Walla
☆ Add to fa	avorites
Remove	View Occurrences
▲ ITV - Cla	arkston
☆ Remove	from favorites
Remove	View Occurrences
♦ ITV - Wa	Ila Walla
☆ Remove	from favorites
Remove	View Occurrences

18. If any attachments are needed, attach them here.

Attached Files (i)

Choose File No file chosen

19. Beings you are logged in, it will have your information in the Scheduler and Requestor fields. Whomever is listed as the SCHEDULER will be the only one who can go in and make any changes to the event after it has been scheduled.

Contact Roles for this E	vent - Required 🥡
* Requestor	* Scheduler
ADAMS, ALBERT 😭 🚿	 ADAMS, ALBERT ☆ マ
Requirements - Required	
 YES there will be Food and/or I 	Drink at this event.
Comment	
□ NO there will be no Food and/o	or Drink at this event.

21. Add any additional comments if needed.

Comment



22. Click, Save.

 After Saving This Event...

 Go To Event Details
 Create Another Related Event
 Create A Related Copy of This Event
 Cancel Preview Save

23. You should receive a confirmation email once you have created the meeting.

All classrooms will have to be approved. Most of the conference rooms auto accept.

Resources in 25Live

Resources are the things that are needed to make your meeting happen. Below is a list of the resources we have available in 25Live and which campus they are available on. If there is a resource that you think we may have missed, please submit at HelpDesk ticket, listing the resource.

- Catering (Walla Walla)
- Custodial Support (Walla Walla & Clarkston)
- Facilities Support (Walla Walla & Clarkston)
- ITV (Walla Walla & Clarkston)
- Media Services (Walla Walla)
- Technology Services (Walla Walla & Clarkston)
- Calendar (*Academics, Arts and Culture, Athletics, Student Activities, Campus Events Walla Walla & Clarkston*)

When selecting a resource, you have the option to include any instructions that would be helpful to whomever will be handling it. Be sure to leave contact information in case something isn't clear. You will want to be sure to select the campus appropriate resource.

THE ONLY TIME YOU WILL SELECT BOTH CAMPUS RESOURCES, IS FOR ITV. YOU NEED TO SELECT BOTH TO NOTIFY BOTH CAMPUSES OF THE NEED OF ITV.

Custodial <u>NEEDS</u> to be added as a resource if there is a layout change on a room or special room set-up. If not, they won't know to set-up your room as needed.

Facilities <u>NEEDS</u> to be added as a resource if it is after hours, on the weekends (for heating/cooling), or if you are using an outdoor area.

Media Services are for when you need your event/meeting recorded or photographed.

Technology Services are for if you are needing any technical assistance during your event/meeting.

Calendars are for if you are wanting your event to appear on any of the listed calendars. It will be vetted before appearing on the calendars.

Scheduling ITV Events/Meetings

1. To schedule an event/meeting, click either Create an Event or Event Wizard tab

WALLA WALLA COMMUNITY COLLEGE		📇 25Live Pro 🕑 Ev	ent Form 😭 Tasl
			Notr
Q Quick Search	^	Find Available Locations	Your Starr
Search Events	Q	I know WHEN my event should take place help me find a location!	You do not hav
Search Locations	Q	OR	as "Starred" by
Search Resources	Q	I know WHERE my event should take place help me choose a time!	Vour Starr
🛓	Q		WW00D012
			Main Buildi
Q Your Starred Event Searches	^		WW00D018 Main Buildi

2. Enter the **Event Name.** Event Title for WVVCC Web Calendar is for if you are wanting/needing the title to be displayed different on the calendar, if applicable. You only need to fill out the Event Name if you are ok with using that title for both.

Event Name - Required (i)	
Event Title for WWCC Web Calendar 🥡	

24. Select the appropriate **Event Type** from the drop-down menu.



25. Enter the appropriate **Primary Organization for this Event**. If you don't see one that will work for your event, submit a HelpDesk ticket listing what Organization you are needing added.



26. If you know how many will be attending, enter in the **Expected Attendance** box. If not, leave it blank. An **Event Description** can be entered as well, but is not required.

Expected Attendance (i)		
Event Description (i) File • Insert • View • Format • Tools •		
Some B I U A ▼ A ▼ Font Family ▼ Font Sizes	• c [₽]	4

27. Enter the **Date** of the meeting and the **Start and End** time. Even if you have an event that will span over a couple of days, leave the box 'This event begins and ends on the same day' checked.

Event Date and Time - Required ()
Tue Nov 19 2019
10:00 am
То:
11:00 am
This event begins and ends on the same day
Event Duration: 1 Hour

28. If you have any set up or break down for your meeting, use the options under **Additional Time** to indicate that. Click the arrow to open the options.

Additio	nal time					^
Pre-Eve	ent Time					
0	Days	0	Hours	0	Minutes	
Post-Ev	ent Time					
0	Days	0	Hours	0	Minutes	
Reservat Reservat Reser	tion Start: Tu tion End: Tue rvation Durat	ie Nov 19 Nov 19 2 tion:	2019 12:00 p 2019 1:00 pm	im		

29. To set up a repeating event, you can select the dates on the calendar that your events will be taking place, or you can click **Repeating Pattern** to choose the repeating pattern that best suites your event.

Click on the calendar below to add dates to your event or click the button below to select a date pattern for your event.

~	November 2019 > >>					
s	м	т	W	т	F	s
27	28	29	30	31	01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
01	02	03	04	05	06	07
View All Occurrences						

30. Enter the room number for the room you are wanting to meet in and press enter. If it is available, it will say 'Reserve'. If it's not available, it will say 'Unavailable'.
Locations (i)

Locations	Search				^
Auto-Load	Starred: No	Yes			
Hide Loca	ations with Conflic	ets 🛛 Enforce H	leadcount		
Saved Se	earches (optional)	~	181		×
			(i) Hint! Type :: to	o use SeriesQL.	
More Optio	ons 🗸			Res	set Search
Add	Name	Title	Capacity	Availability	Conflict Details
Reserve	WW00D0181	Main Building (D) 181 - Conference Room	15	1/1	None
	1 Matching	g Locations		Page 1 of 1	
	Fir	st Previous	1 🖨 Next	Last	
		ltems per pa	ge 25 🛟		

31. Select the room. It will appear right below the location search.

	Items per page 25 🜲
 ♥ WW00D0181 ☆ Add to favorite: Location Title: Mai Capacity: 15 Remove View 	s in Building (D) 181 - Conference Room Occurrences

32. To add ITV, enter **ITV** in the search box and press enter. <u>YOU WILL NEED TO SELECT BOTH</u> <u>CLARKSTON AND WALLA WALLA</u>. Selecting both alerts both campuses that there is an ITV meeting.

Auto-Load Starred: No Yes Saved Searches (optional) Yes O Hint Type :: to use SeriesOL. More Options Reset Search Add Name Quantity Available Conflict Details Add Name Quantity Available Conflict Details None None None 2 Matching Resources Page 1 of 1 First Previous 1 + Next Last Items per page 25 +	Resources Search			^
Saved Searches (optional) Ity Ity More Options Add Name Quantity Available Conflict Details Image: Inty-Clarkston Unlimited None Image: Inty-Walla Walla Unlimited None Image: Inty-Walla Walla Unlimited None Image: Inty-Walla Walla Unlimited None Image: Inty-Walla Walla Unlimited None Image: Inty-Walla Walla Unlimited None Image: Inty-Walla Walla Unlimited None Image: Inty-Walla Walla Unlimited None Image: Inty-Walla Walla Unlimited None Image: Inty-Walla Walla Unlimited None Image: Inty-Walla Walla Unlimited None Image: Inty-Walla Walla Unlimited None Image: Intervent Inty-Walla Walla	Auto-Load Starred:	No Yes		
Hint Type :: to use SeriesQL. More Options ▼ Reset Search Add Name Quantity Available Conflict Details 1	Saved Searches (opt	ional) ~	it√	×
More Options Reset Search Add Name Quantity Available Conflict Details 1 IV - Clarkston Unlimited None 1 IV - Walla Walla Unlimited None 1 Request IV - Walla Walla Unlimited None 1 Fequest IV - Walla Walla Unlimited None 1 Frequest IV - Walla Walla Unlimited None 1 Frequest IV - Walla Walla Unlimited None 1 Request IV - Walla Walla Unlimited None I First Previous 1 + Next Last Items per page 25 + Unitems Unitems Unitems			Hint! Type :: to use SeriesQL.	
Add Name Quantity Available Conflict Details 1 IV - Clarkston Unlimited None 1 IV - Walla Walla Unlimited None 1 IV - Walla Walla Unlimited None 1 First Previous 1 Next Image: Page 1 of 1 Image: Page 1 of 1 Image: Page 25 \$ Image: Page 1 of 1	More Options $\mathbf{\checkmark}$			Reset Search
1 IV - Clarkston Unlimited None 1 IV - Walla Walla Unlimited None 2 Matching Resources Page 1 of 1 First Previous 1 \$ Next Last Items per page 25 \$ Items	Add	Name	Quantity Available	Conflict Details
Image: TV - Walla Walla Unlimited None 2 Matching Resources Page 1 of 1 First Previous 1 Next Last Items per page 25 Items per page Items per page	1 Request	ITV - Clarkston	Unlimited	None
2 Matching Resources Page 1 of 1 First Previous 1 Items per page 25	1 Request	ITV - Walla Walla	Unlimited	None
2 Matching Resources Page 1 of 1 First Previous 1 + Next Items per page 25 +				
First Previous 1 Next Last Items per page 25 \$	2 Ma	atching Resources	Page	1 of 1
Items per page 25 🜲		First Previous	1 🖨 Next Last	
		Items per pa	ge 25 🜲	

33. They will appear below where you searched for the resources, along with any other resources you selected.

	Items per page 25 🜲
▲ Custodi	al Support - Walla Walla
☆ Add to fa	avorites
Remove	View Occurrences
▲ ITV - Cla	arkston
☆ Remove	from favorites
Remove	View Occurrences
▲ ITV - Wa	Ila Walla
☆ Remove	from favorites
Remove	View Occurrences

34. If any attachments are needed, attach them here.

|--|

35. Beings you are logged in, it will have your information in the **Scheduler and Requestor** fields. <u>Whomever is listed as the SCHEDULER will be the only one who can go in and make</u> <u>any changes to the event after it has been scheduled.</u>

Contact Roles for this Event - Required (i)						
* Requestor	* Scheduler					
Adams, Albert 🟠 🗸 🗸	ADAMS, ALBERT ☆ 🗸 🗸					

36. Answer the following.

Requirements - Required
□ YES there will be Food and/or Drink at this event.
Comment
NO there will be no Food and/or Drink at this event.
Comment

37. Add any additional comments if needed.



38. Click, Save.

After Saving This Event	^			
Go To Event Details				
Create Another Related Event				
Create A Related Copy of This Event				
		Cancel	Preview	Save

You should receive a confirmation email once you have created the meeting.

Changing/cancelling a Reservation

To cancel a reservation, do the following:

1. Go to 25Live

Dashboard × +				- 0
→ C ^a 25live.collegenet.com/pro/v			\$	🔆 😤 🗷 🕛 📴 🚺
			🛗 25Live Pro Gues	t Sign In 🗮 More
		[Q Go to Search Nothing	g recently viewed 🗘
Q Quick Search	^		Popular Locations	^
Search Events	Q		WW00D0121 Main Building (D) 121	- Classroom
Search Locations	Q		WW00D0181 Main Building (D) 181	- Conference Room
Search Resources	Q		WW00D0241 Main Duilding (D) 0.44	01
📩 Search Organizations	Q		WW00D0242	- classroom
Q Public Event Searches	^		Main Building (D) 242	- Classroom
Events on Clarkston Campus			Main Building (D) 243	- Classroom
Events on Walla Walla Campus			WW00E1732 Health Sciences (E) 1	732 - Performing Arts
Public Location Searches Clarkston - Classrooms	^		WW00R2023 Water Center (R) 202	3 - Conference Room
Clarkston - Computer Labs			WW00R2024 Water Center (R) 202	4 - Conference Room
Clarkston - Conference Rooms Clarkston - ITV Rooms			WW00R2083 Water Center (R) 208	3 - Conference Room
🗣 Walla Walla - Classrooms			WWCLK0164	164 - Conference Room
Walla Walla - Computer Labs Walla Walla - Conference Rooms			WWCLK0187 Clarkston Main (CLK)	187 - Multipurpose
Walla Walla - ITV Rooms			Room (MPR)	

2. Login in using your **Employee ID#** and **Net ID Password** (same login credentials as your campus computer).

Sign In			×	-7L
	To be added as a us	ser, please contact your ad	ministrator.	Se
	Username	814999999		
				ar
	Password	•••••	3	0
				n
			Cancel Sign In	0
0				n

3. Find **Upcoming Events** (*middle of the page*). Click on the events where you are the **Scheduler**

Scheduler			Throughout this site you carrinark an			
Q	OR		as "Starred" by clicking its 🛱 icon.			
Q	I know WHERE my event should take place help me choose a time!	I know WHERE my event should take place help me choose a time!				
0			four starred Locations			
s Q			₩W00D0121			
			Main Building (D) 121 - Classroom			
hanahaa	Create an Event		₩₩00D0185B			
arches			Main Building (D) 185B - Classroon			
ed Event Searches!						
	Your Upcoming Events	^	Main Building (D) 282 - Pesource			
Searches	1 Event in which you are the Requestor		Room			
ed Location	1 Event in which you are the Scheduler		WWCLK0104			
			Clarkston Main (CLK) 104 - Lecture Hall			
	Your Event Drafts	^	🛱 See when these locations are a			
e Searches	No Event Drafts in which you are the					
ad Pesource	Scheduler					
survesource	No Event Drafts in which you are the		Your Starred Resources			
	Requestor		ITV - Clarkston			
			🔶 ITV - Walla Walla			

4. Click on the title of the event that you need to edit/cancel.

	Name ∨	Title	Referen ce	Organiz ations	Туре	Categor ies	Your Role
	Charlie's Meeting		2019- ААВРНК	EST - Energy System Technolog Y	Meeting		Requestor, Scheduler
☆	Test		2019- AABPHC	Technolog Y Services	Meeting		Requestor, Scheduler

5. <u>TO CANCEL</u>:

Under Event State, choose Cancelled.

						ITV - Clarkston			
Details	Occurrences	Calendar	Task List	Audit Trail					
					🔀 Edit Event	Tentative 🗘 Tentative	More Actions 🗸	C	?
General				^	Event Categories	Cancelled			^

6. A pop-up will appear letting you know that you will lose the room by cancelling and clicking **Ok**.



7. Once the event has been cancelled, you should see the following

I									
Details	Occurrences	Calendar	Task List	Audit Trail					
					🔀 Edit Event	Cancelled 🜲	More Actions 🗸	С	?
General				^	Event Categories				^

8. <u>TO EDIT</u>:

Choose **Edit this Event**. It will take you back to the Event Wizard. Go through and make the changes needed and click **Save**.

	🕜 Edit Event	(
Ever	t Categories	

Checking Room Availability

1. Go to 25Live

→ C		🛧 🛊 📙 🛛 🕞 🚺
WALLA WALLA		📇 25Live Pro
		Q Go to Search Nothing recently viewed \$
Q Quick Search	^	Popular Locations ^
Search Events	Q	WW00D0121 Main Building (D) 121 - Classroom
📦 Search Locations	Q	WW00D0181 Main Building (D) 181 - Conference Room
Search Resources	Q	WW00D0241 Main Building (D) 241 - Classroom
search organizations	Q	WW00D0242 Main Ruilding (D) 242 - Classroom
Q Public Event Searches	^	₩W00D0243
Events on Clarkston Campus		Main Building (D) 243 - Classroom
Events on Walla Walla Campus		WW00E1732 Health Sciences (E) 1732 - Performing Arts Autitorium
Q Public Location Searches	^	WW00R2023
Clarkston - Classrooms		Water Center (R) 2023 - Conference Room
Clarkston - Computer Labs		WW00R2024 Water Center (R) 2024 - Conference Room
Clarkston - Conference Rooms		WW00R2083
Clarkston - ITV Rooms		Water Center (R) 2083 - Conference Room
Walla Walla - Classrooms		WWCLK0164 Clarkston Main (CLK) 164 - Conference Room
 Walla Walla - Computer Labs Walla Walla - Conference Rooms 		WWCLK0187 Clarkston Main (CLK) 187 - Multipurpose
📦 Walla Walla - ITV Rooms		

2. Login in using your **Employee ID#** and **Net ID Password** (same login credentials as your campus computer).

Sign In			×	-5L
	To be added as a us	ser, please contact your adm	inistrator.	Se
	Username	814999999		
	D			ar
	Password	•••••	3	0
				n
			Cancel Sign In	0
0				n

3. Enter the room number you are wanting to check the availability for and press enter

		🗎 25Live Pro	Event Form
		Q Go	to Search
Q Quick Search	^	Find Available Locations	You
Search Events	Q	I know WHEN my event should take place help me find a location!	You do
📦 Search Locations	Q	OR	as "Star
Search Resources	Q	I know WHERE my event should take place help me choose a time!	You

4. Select the room you are looking for. Using either the **Availability or Calendar** tab, check the date and time you are needing for availability.

Details List	Av	ailability	(Daily)	Availabilit	y (Weekly	()	Calendar								
							← Wed Nov 3	20 2019 ->	Overlap	oping 🗧	;	More Ac	tions v	G	(
		7	8 9	10	11	12	1 2	3	4 5	6	7	8	9	10	11
WED Nov 20, 2019						Þ	lath De								
THU Nov 21, 2019			ENGL& 1	ENGL& 11	MATH 07	MATH& 1	MATH& 1								
FRI Nov 22, 2019			ENGL& 1	ENGL& 11	MATH 07	MATH& 1	MATH& 1								
SAT Nov 23, 2019															
SUN Nov 24, 2019															
MON Nov 25, 2019			ENGL& 1	ENGL& 11	MATH 07	MATH& 1	MATH& 1								
TUE Nov 26, 2019			ENGL& 1	ENGL& 11	MATH 07	MATH& 1	MATH& 1								
WED Nov 27, 2019															
THU Nov 28, 2019				ENGL& 11	MATH 07	MATH& 1	MATH& 1								
FRI Nov 29, 2019				ENGL& 11	MATH 07	MATH& 1	MATH& 1								
SAT Nov 30, 2019															
SUN Dec 1, 2019															
Details List	Avai	ilability (F	n (Daily) Related Loc	Availability ations ((Weekly – Sun N) (ov 17 20	Calendar 19 - Sat Nov 23	5 2019 →	Weeks: 1	\$		More Act	ions 🗸	C	Ċ
Sunday		Monday	/	Tuesda	у	W	ednesday	Th	ursday		Friday		S	aturday	
	1		18		19		20		2	1		22			2
November 17	1			40 0.40	am	1:00 pn	n - 2:00 pm	8:40 am -	- 9:40 am	8:40 a	m - 9:40	am			
November 17	8:40 ar	m - 9:40 a	am 8:	40 am - 9:40		Math D	onortmont	ENGL 8 44	01 01	ENCL	2. 101 44				
November 17	8:40 ar ENGL8 MTRF (7345-1	m - 9:40 k 101 A1 <i>0840-09</i> 4 1	am 8: E 140, M 7	40 am - 9:40 NGL& 101 A1 TRF 0840-09 345-1	240,	Math D Meetin	epartment 99 00D0121	ENGL& 10 MTRF 084 7345-1	D1 A1 40-0940,	ENGLA MTRF 7345-	& 101 A1 0840-09 1	240,			
November 17	8:40 ar ENGL8 MTRF (7345-1	m - 9:40 101 A1 0840-094 1 00D0121	am 8: 140, M 7.	40 am - 9:40 NGL& 101 A1 TRF 0840-09 345-1 I WW00D0121	24 <i>0,</i> I	Math D Meetin @ WW(@ WW(Department 19 DODO121 DLK0164	ENGL& 10 MTRF 08- 7345-1 @ WW00	d1 A1 4 <i>0-0940,</i> D0121	ENGLA MTRF 7345- @ WW	& 101 A1 <i>0840-09</i> 1 100D0121	240, I			
November 17	8:40 at ENGL8 MTRF (7345-1) @ WW 9:50 ar	m - 9:40 ; & 101 A1 <i>0840-094</i> 1 00D0121 n - 10:50	am 8: 140, M 7. 0 am 9:	NGL& 101 A1 TRF 0840-09 345-1 I WW00D0121 50 am - 10:50	240, I) am	Math D Meetin @ WWO	Department 1 9 00D0121 CLK0164	ENGL& 10 MTRF 08- 7345-1 @ WW00 9:50 am -	D1 A1 4 <i>0-0940,</i> D0121 • 10:50 am	ENGLA MTRF 7345- • WW 9:50 at	& 101 A1 <i>0840-09</i> 1 100D0121 m - 10:50	2 <i>40,</i> I D am			
November 17	8:40 ai ENGL8 MTRF (7345-1 WW 9:50 ar ENGL8 MTRF (7277 4	m - 9:40 ; & 101 A1 0840-094 1 00D0121 m - 10:50 & 111 B1 0950-105	am 8: E 40, M 7 0 am 9: E 50, M	40 am - 9:40 NGL& 101 A1 TRF 0840-09 345-1 1 WW00D0121 50 am - 10:50 NGL& 111 B1 TRF 0950-10 272-1	240, I D am 50,	Math E Meetin 🔮 WW(Department 19 20000121 CLK0164	ENGL& 10 MTRF 084 7345-1 WW000 9:50 am - ENGL& 11 MTRF 092 1	D1 A1 40-0940, D0121 • 10:50 am 11 B1 50-1050, 7373	ENGLA MTRF 7345- WW 9:50 a ENGLA - MTRF 1	& 101 A1 0840-09 1 100D0121 m - 10:50 & 111 B1 0950-10	240, I D am 50, 7373-			

5. If the room is available and you would like to schedule it, click the **Pencil** icon, at the bottom of that day, to take you to the event wizard.

3. Enter the **Event Name.** *Event Title for WWCC Web Calendar is for if you are wanting/needing the title to be displayed different on the calendar, if applicable.* You only need to fill out the Event Name if you are ok with using that title for both.

Event Name - Required i	
Event Title for WWCC Web Calendar 🥡	

4. Select the appropriate **Event Type** from the drop-down menu.

Event Type - Required	()
Select an item	~

5. Enter the appropriate **Primary Organization for this Event**. If you don't see one that will work for your event, submit a HelpDesk ticket listing what Organization you are needing added.

Primary Organization	for	this Event	()
Search organizations	~	Remove	

6. If you know how many will be attending, enter in the **Expected Attendance** box. If not, leave it blank. An **Event Description** can be entered as well, but is not required.

Expected Attendance 🥡		
Event Description (i) File Insert View Format Tools		
Solution Sizes Solution B I U A ▼ A ▼ Font Family ▼ Font Sizes	•	B

7. Enter the **Date** of the meeting and the **Start and End** time. Even if you have an event that will span over a couple of days, leave the box 'This event begins and ends on the same day' checked.



8. If you have any set up or break down for your meeting, use the options under **Additional Time** to indicate that. Click the arrow to open the options.

Additional	time					^
Pre-Event	Time					
0	Days	0	Hours	0	Minutes	
Post-Even	t Time					
0	Days	0	Hours	0	Minutes	
Reservatior Reservatior	n Start: Tu n End: Tue	ie Nov 19 Nov 19 2	2019 12:00 p 2019 1:00 pm	om		

9. To set up a repeating event, you can select the dates on the calendar that your events will be taking place, or you can click **Repeating Pattern** to choose the repeating pattern that best suites your event.

Click on the calendar below to add dates to your event or click the button below to select a date pattern for your event.

«	<	Nove	mber	2019	>	»				
s	м	т	W	т	F	s				
27	28	29	30	31	01	02				
03	04	05	06	07	08	09				
10	11	12	13	14	15	16				
17	18	19	20	21	22	23				
24	25	26	27	28	29	30				
01	02	03	04	05	06	07				
View All Occurrences										

10. Enter the room number for the room you are wanting to meet in and press enter. If it is available, it will say 'Reserve'. If it's not available, it will say 'Unavailable'.
Locations (i)

Locations	Search				^
Auto-Load	Starred: No	Yes			
Hide Loca	ations with Conf	licts 🔲 Enforce H	leadcount		
Saved S	earches <mark>(</mark> optiona	al) ~	181		×
			(i) Hint! Type :: to	o use SeriesQL.	
More Opti	ons 🗸			Res	set Search
Add	Name	Title	Capacity	Availability	Conflict Details
Reserve	WW00D0181	Main Building (D) 181 - Conference Room	15	1/1	None
	1 Match	ing Locations		Page 1 of 1	
		First Previous	1 🌲 Next	Last	
		ltems per pa	ige 25 🌲		

11. Select the room. It will appear right below the location search.

	Items per page 25 🜲
 ♥ WW00D0181 ☆ Add to favorite: Location Title: Mai Capacity: 15 Remove View 	s in Building (D) 181 - Conference Room Occurrences

12. Resources are what are needed to help make you meeting/event happen. See the instructions landing page for a listing of resources we have available. IF YOUR EVENT REQUIRES ANY SPECIAL SET UP, CHOOSE CUSTODIAL AS A RESOURCE. By choosing the resource, you are alerting them that you are needing assistance. <u>Be sure to choose campus appropriate resources</u>. To find the resource, enter the name and press enter. Resources (i)

Resources Search			/
Auto-Load Starred:	No Yes		
Saved Searches (op	tional) ~	custodia	×
		(i) Hint! Type :: to use SeriesQL.	
More Options \checkmark			Reset Search
Add	Name	Quantity Available	Conflict Details
1 Request	Custodial Support - Clarkston	Unlimited	None
1 Request	Custodial Support - Walla Walla	Unlimited	None
2 M	latching Resources	Page	1 of 1
	First Previous	1 🔷 Next Last	
	ltems per pa	ge 25 🜲	

13. If applicable, choose the campus appropriate resource. It will appear right below where you selected the resource. You **must** include the room setup or what you are needing in the information box. To do so, click **View Occurrences** and enter that information in the '**Instructions**' box. *Tip: By filling out the top box with the instructions, it will fill out all occurrences of the meeting, if you have multiple meeting dates.*

Custodial Sup	oport - Walla Wa	lla				×
Date	Time	Conflicts	Included	Instructions	Quantity	Available
Set For All						
Tue Nov 19 2019	12:00 pm - 1:00 pm				1	Unlimited
						Close

14. If your meeting requires ITV, add that as a resource as well. Enter **ITV** in the search box and press enter. <u>YOU WILL NEED TO SELECT BOTH CLARKSTON AND WALLA WALLA</u>. Selecting both alerts both campuses that there is an ITV meeting.

Res	ources	(i)

Auto-Load Starred:	No Yes		
Saved Searches (op	otional) ~	itv	×
		Hint! Type :: to use SeriesQL	
More Options 🗸			Reset Search
Add	Name	Quantity Available	Conflict Details
1 Request	ITV - Clarkston	Unlimited	None
1 Request	ITV - Walla Walla	Unlimited	None
	Astabing Descurace	Daga	1 - 5 1
21	fatching Resources	Page	
	First Previous	1 🜲 Next Last	
	ltems per pa	age 25 🜲	

15. They will appear below where you searched for the resources, along with any other resources you selected.

	Items per page 25 \$
▲ Custodia	al Support - Walla Walla
☆ Add to fa	vorites
Remove	View Occurrences
▲ ITV - Clai	rkston
☆ Remove f	from favorites
Remove	View Occurrences
♦ ITV - Wal ★ Remove f Remove	la Walla from favorites View Occurrences

16. If any attachments are needed, attach them here.

Attached Files (i)

Choose File No file chosen

17. Beings you are logged in, it will have your information in the **Scheduler and Requestor** fields. <u>Whomever is listed as the SCHEDULER will be the only one who can go in and make</u> <u>any changes to the event after it has been scheduled.</u>

Contact Roles for this E	vent - Required 🥡
* Requestor	* Scheduler
Adams, Albert ☆ 🗸	・ ADAMS, ALBERT ☆ ・
3. Answer the following.	
Requirements - Required	
□ YES there will be Food and/or D)rink at this event.
Comment	
■ NO there will be no Food and/or	r Drink at this event.

19. Add any additional comments if needed. Comments (i)

Comment

20. Click, Save.

 After Saving This Event...

 • Go To Event Details
 • Create Another Related Event
 • Create A Related Copy of This Event
 • Create A Related Copy of This Event
 • Cancel Preview Save

21. You should receive a confirmation email once you have created the meeting.

All classrooms will have to be approved. Most of the conference rooms auto accept.

Recurring Meetings/Events

To set up a recurring event/meeting in 25Live follow the steps below.

1. To schedule an event/meeting, click either Create an Event or Event Wizard tab

		는 25Live Pro 🕑 Event	: Form 🚊 Task
		Q Go 1	Search Noth
Q Quick Search	^	Find Available Locations	Your Starre
Search Events	Q	I know WHEN my event should take place help me find a location!	You do not hav
Search Locations	Q	OR	Throughout thi as "Starred" by
Search Resources	Q	I know WHERE my event should take place help me choose a time!	🔷 Vour Storre
🛓 Search Organizations	Q		WW00D012
		Create an Event	Main Buildir
Q Your Starred Event Searches	^	B Orcate an Event	WW00D018

2. Enter the **Event Name.** *Event Title for WWCC Web Calendar is for if you are wanting/needing the title to be displayed different on the calendar, if applicable.* You only need to fill out the Event Name if you are ok with using that title for both.

Event Name - Required ()	
Event Title for WWCC Web Calendar 🥡	

39. Select the appropriate **Event Type** from the drop-down menu.



40. Enter the appropriate **Primary Organization for this Event**. If you don't see one that will work for your event, submit a HelpDesk ticket listing what Organization you are needing added.

Primary Organization	for	this Event	()
Search organizations	~	Remove	

41. If you know how many will be attending, enter in the **Expected Attendance** box. If not, leave it blank. An **Event Description** can be entered as well, but is not required.

Expected Attendance (i)	
Event Description (i) File • Insert • View • Format • Tools •	
Solution Sizes Solution B I U A ▼ A ▼ Font Family ▼ Font Sizes	- &

42. Enter the **Date** of the meeting and the **Start and End** time. Even if you have an event that will span over a couple of days, leave the box 'This event begins and ends on the same day' checked.

Event Date and Time - Required ()
Tue Nov 19 2019
10:00 am
То:
11:00 am
This event begins and ends on the same day
Event Duration: 1 Hour

43. If you have any set up or break down for your meeting, use the options under **Additional Time** to indicate that. Click the arrow to open the options.

Additio	nal time					^
Pre-Eve	ent Time					
0	Days	0	Hours	0	Minutes	
Post-Ev	ent Time					
0	Days	0	Hours	0	Minutes	
Reservat Reservat Reser	tion Start: Tu tion End: Tue rvation Durat	ie Nov 19 Nov 19 2 tion:	2019 12:00 p 2019 1:00 pm	im		

44. To set up a repeating event, you can select the dates on the calendar that your events will be taking place, or you can click **Repeating Pattern** to choose the repeating pattern that best suites your event.

Click on the calendar below to add dates to your event or click the button below to select a date pattern for your event.

«	<	Dece	mber	2019	>	»
s	м	т	w	т	F	s
01	02	03	04	05	06	07
80	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	01	02	03	04
05	06	07	80	09	10	11
View All Occurrences						

Reneating Pattern

45. Enter the room number for the room you are wanting to meet in and press enter. If it is available, it will say 'Reserve'. If it's not available, it will say 'Unavailable'.
Locations (i)

Locations	Search				^
Auto-Load	Starred: No	Yes			
Hide Loca	ations with Conflic	ts 🛛 Enforce H	leadcount		
Saved S	earches (optional)	~	181		×
			() Hint! Type :: to	o use SeriesQL.	
More Opti	ons 🗸			Res	et Search
Add	Name	Title	Capacity	Availability	Conflict Details
Reserve	WW00D0181	Main Building (D) 181 - Conference Room	15	1/1	None
	1 Matching	Locations		Page 1 of 1	
	Firs	st Previous	1 🜲 Next	Last	
		ltems per pa	ge 25 🜲		

46. Select the room. It will appear right below the location search.

	Items per page 25 🜲
 ♥ WW00D0181 ☆ Add to favorite Location Title: Ma Capacity: 15 Remove View 	s in Building (D) 181 - Conference Room Occurrences

47. Resources are what are needed to help make you meeting/event happen. See the instructions landing page for a listing of resources we have available. IF YOUR EVENT REQUIRES ANY SPECIAL SET UP, CHOOSE CUSTODIAL AS A RESOURCE. By choosing the resource, you are alerting them that you are needing assistance. <u>Be sure to choose campus appropriate resources</u>. To find the resource, enter the name and press enter.
Resources (i)

Resources Search			/
Auto-Load Starred:	No Yes		
Saved Searches (op	tional) ~	custodial	×
		Hint! Type :: to use SeriesQL.	
More Options 🗸			Reset Search
Add	Name	Quantity Available	Conflict Details
1 Request	Custodial Support - Clarkston	Unlimited	None
1 Request	Custodial Support - Walla Walla	Unlimited	None
2 M	latching Resources	Page	1 of 1
	First Previous	1 🔷 Next Last	
	ltems per pa	ge 25 🜲	

48. If applicable, choose the campus appropriate resource. It will appear right below where you selected the resource. You **must** include the room setup or what you are needing in the information box. To do so, click **View Occurrences** and enter that information in the '**Instructions**' box. *Tip: By filling out the top box with the instructions, it will fill out all occurrences of the meeting, if you have multiple meeting dates.*

Custodial Sup	oport - Walla Wa	lla				×
Date	Time	Conflicts	Included	Instructions	Quantity	Available
Set For All						
Tue Nov 19 2019	12:00 pm - 1:00 pm				1	Unlimited
						Close

49. If your meeting requires ITV, add that as a resource as well. Enter **ITV** in the search box and press enter. <u>YOU WILL NEED TO SELECT BOTH CLARKSTON AND WALLA WALLA</u>. Selecting both alerts both campuses that there is an ITV meeting.

Res	ou	rce	s (i)
				\sim

Auto-Load Starred:	No Yes		
Saved Searches (op	otional) ~	itv	×
		Hint! Type :: to use SeriesQL	
More Options 🗸			Reset Search
Add	Name	Quantity Available	Conflict Details
1 Request	ITV - Clarkston	Unlimited	None
1 Request	ITV - Walla Walla	Unlimited	None
	Astabing Descurace	Daga	1 - 5 1
21	fatching Resources	Page	
	First Previous	1 🜲 Next Last	
	ltems per pa	age 25 🜲	

50. They will appear below where you searched for the resources, along with any other resources you selected.

	Items per page 25 🌲
L .	
🔺 Custodi	al Support - Walla Walla
😭 Add to fa	avorites
Remove	View Occurrences
🔺 ITV - Cla	arkston
🛱 Remove	from favorites
Romovo	
Kentove	View Occurrences
A ITV - Wa	alla Walla
Remove	from favorites
in the move	
Remove	View Occurrences

51. If any attachments are needed, attach them here.

Attached Files (i)

Choose File No file chosen

52. Beings you are logged in, it will have your information in the **Scheduler and Requestor** fields. <u>Whomever is listed as the SCHEDULER will be the only one who can go in and make</u> <u>any changes to the event after it has been scheduled.</u>

	Contact Roles for this Event - Required (i)								
	* Requestor		* Scheduler						
	ADAMS, ALBERT	~ ~	ADAMS, ALBERT ☆ 🗸 🗸						
53.	Answer the following.								
	Requirements - Require	ed							
	YES there will be Food a	and/or Drinl	k at this event.						
	Comment								
	NO there will be no Foo	d and/or Dr	ink at this event.						

54. Add any additional comments if needed. **Comments** (i)

Comment

55. Click, Save.

After Saving This Event	^			
● Go To Event Details				
Create Another Related Event				
Create A Related Copy of This Event				
	Ca	ancel	Preview	Save

56. You should receive a confirmation email once you have created the meeting.

All classrooms will have to be approved. Most of the conference rooms auto accept.