

25Live – Room Reservations

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

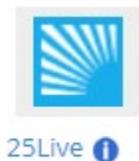
To reserve a room or check room availability, see below.

Accessing 25Live & Logging In

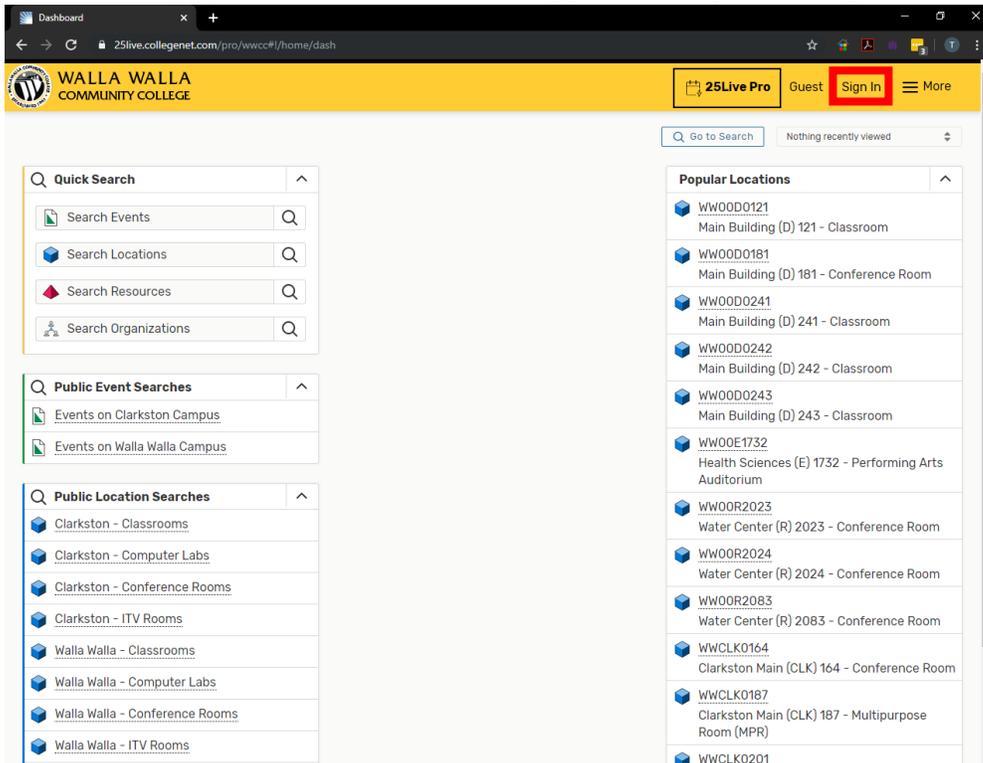
1. Go to our homepage, <https://www.wwcc.edu/>
2. Scroll to the bottom and click **CCNET**. If necessary, log in.



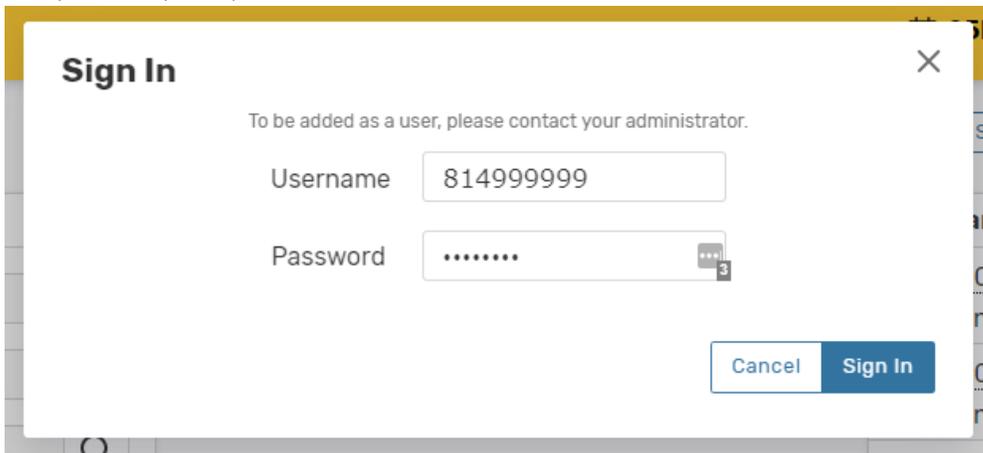
3. Click the **25Live** icon



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

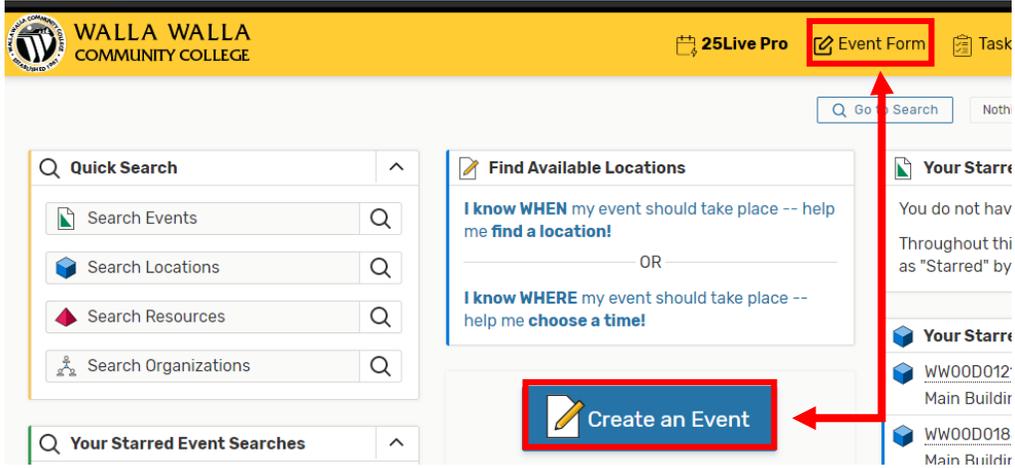


5. Login in using your **Employee ID#** and **Net ID Password** (*same login credentials as your campus computer*).



Accessing 25Live & Logging In

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



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 ⓘ

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

Event Type - Required ⓘ

Select an item ▼

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.

Primary Organization for this Event ⓘ

Search organizations ▼ Remove

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 ⓘ

Event Description ⓘ

File ▾ Insert ▾ View ▾ Format ▾ Tools ▾

↶ ↷ **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 ⓘ

Tue Nov 19 2019

10:00 am

To:

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.

Additional time ^

Pre-Event Time
 Days Hours Minutes

Post-Event Time
 Days Hours Minutes

Reservation Start: **Tue Nov 19 2019 12:00 pm**
Reservation End: **Tue Nov 19 2019 1:00 pm**

Reservation Duration:
1 Hour

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.

Repeating Pattern

<< < November 2019 > >>

S	M	T	W	T	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 ⓘ

Locations Search ^

Auto-Load Starred: **No** **Yes**

Hide Locations with Conflicts Enforce Headcount

Saved Searches (optional)

Hint! Type :: to use SeriesQL.

More Options

Add	Name	Title	Capacity	Availability	Conflict Details
<input type="button" value="Reserve"/>	WW00D0181	Main Building (D) 181 - Conference Room	15	1/1	None

1 Matching Locations Page 1 of 1

Items per page

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

Items per page

WW00D0181

☆ Add to favorites

Location Title: Main Building (D) 181 - Conference Room

Capacity: 15

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. **Be sure to choose campus appropriate resources.** To find the resource, enter the name and press enter.

Resources ⓘ

Resources Search

Auto-Load Starred: No Yes

Saved Searches (optional)

Hint! Type :: to use SeriesQL.

More Options

Add	Name	Quantity Available	Conflict Details
<input type="text" value="1"/> <input type="button" value="Request"/>	Custodial Support - Clarkston	Unlimited	None
<input type="text" value="1"/> <input type="button" value="Request"/>	Custodial Support - Walla Walla	Unlimited	None

2 Matching Resources Page 1 of 1

Items per page

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 Support - Walla Walla ✕

Date	Time	Conflicts	Included	Instructions	Quantity	Available
Set For All			<input type="checkbox"/>		<input type="text"/>	
Tue Nov 19 2019	12:00 pm - 1:00 pm		<input checked="" type="checkbox"/>		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. **YOU WILL NEED TO SELECT BOTH CLARKSTON AND WALLA WALLA.** Selecting both alerts both campuses that there is an ITV meeting.

Resources ⓘ

Resources Search ^

Auto-Load Starred: No Yes

Saved Searches (optional) ▼ ✕

Hint! Type :: to use SeriesOL

More Options ▼ Reset Search

Add	Name	Quantity Available	Conflict Details
1 Request	ITV - Clarkston	Unlimited	None
1 Request	ITV - Walla Walla	Unlimited	None

2 Matching Resources Page 1 of 1

First Previous 1 Next Last

Items per page 25

▲ Custodial Support - Walla Walla
☆ Add to favorites
Remove View Occurrences

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

Items per page 25

- ▲ Custodial Support - Walla Walla
☆ Add to favorites
Remove View Occurrences
- ▲ ITV - Clarkston
★ Remove from favorites
Remove View Occurrences
- ▲ ITV - Walla Walla
★ Remove from favorites
Remove View Occurrences

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

Attached Files ⓘ

Choose File No file chosen

19. Beings you are logged in, it will have your information in the **Scheduler and Requestor** fields. Whoever 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 Event - Required ⓘ

* Requestor * Scheduler

ADAMS, ALBERT ☆ ▼ ADAMS, ALBERT ☆ ▼

20. Answer the following.

Requirements - Required

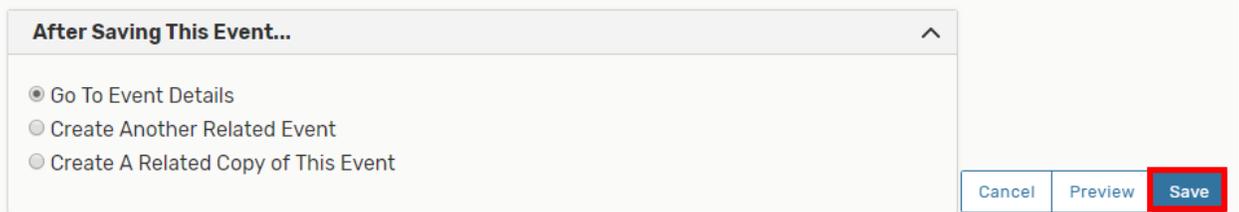
YES there will be Food and/or Drink at this event.
Comment

NO there will be no Food and/or Drink at this event.
Comment

21. Add any additional comments if needed.

Comments ⓘ

22. Click, **Save**.



The screenshot shows a dialog box with the title "After Saving This Event...". It contains three radio button options: "Go To Event Details" (which is selected), "Create Another Related Event", and "Create A Related Copy of This Event". To the right of the options are three buttons: "Cancel", "Preview", and "Save". The "Save" button is highlighted with a red border.

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 **NEEDS** 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 **NEEDS** 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.

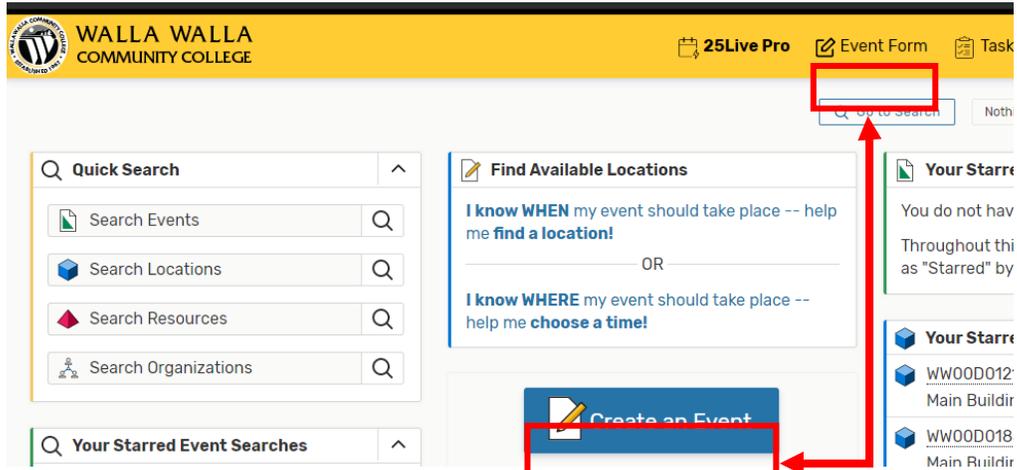
Media Services are for when you need your event/meeting recorded or photographed.

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



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 ⓘ

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

Event Type - Required ⓘ

Select an item ▼

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.

Primary Organization for this Event ⓘ

Search organizations ▼ Remove

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 ⓘ

Event Description ⓘ

File ▾ Insert ▾ View ▾ Format ▾ Tools ▾

↶ ↷ **B** *I* U A ▾ **A** ▾ Font Family ▾ Font Sizes ▾ 

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

To:

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.

Additional time ^

Pre-Event Time
 Days Hours Minutes

Post-Event Time
 Days Hours Minutes

Reservation Start: **Tue Nov 19 2019 12:00 pm**
Reservation End: **Tue Nov 19 2019 1:00 pm**

Reservation Duration:
1 Hour

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.

Repeating Pattern

<< < November 2019 > >>

S	M	T	W	T	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 ⓘ

Locations Search ^

Auto-Load Starred: No Yes

Hide Locations with Conflicts Enforce Headcount

Saved Searches (optional) ×

Hint! Type :: to use SeriesQL.

More Options ▾ Reset

Add	Name	Title	Capacity	Availability	Conflict Details
<input type="button" value="Reserve"/>	WW00D0181	Main Building (D) 181 - Conference Room	15	1/1	None

1 Matching Locations Page 1 of 1

First Previous 1 ▾ Next Last

Items per page 25 ▾

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

Items per page 25 ▾

WW00D0181

☆ Add to favorites

Location Title: Main Building (D) 181 - Conference Room

Capacity: 15

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

Resources ⓘ

Resources Search ^

Auto-Load Starred: No Yes

Saved Searches (optional) x

Hint! Type :: to use SeriesOL

More Options

Add	Name	Quantity Available	Conflict Details
1 <input type="button" value="Request"/>	ITV - Clarkston	Unlimited	None
1 <input type="button" value="Request"/>	ITV - Walla Walla	Unlimited	None

2 Matching Resources Page 1 of 1

First Previous 1 Last

Items per page 25

▲ Custodial Support - Walla Walla
☆ Add to favorites

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

Items per page 25

▲ Custodial Support - Walla Walla
☆ Add to favorites

▲ ITV - Clarkston
☆ Remove from favorites

▲ ITV - Walla Walla
☆ Remove from favorites

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

Attached Files ⓘ

Choose File No file chosen

35. Beings you are logged in, it will have your information in the Scheduler and Requestor fields. Whoever 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 Event - Required ⓘ

* 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.

Comments ⓘ

38. Click, **Save**.

After Saving This Event... ^

Go To Event Details
 Create Another Related Event
 Create A Related Copy of This Event

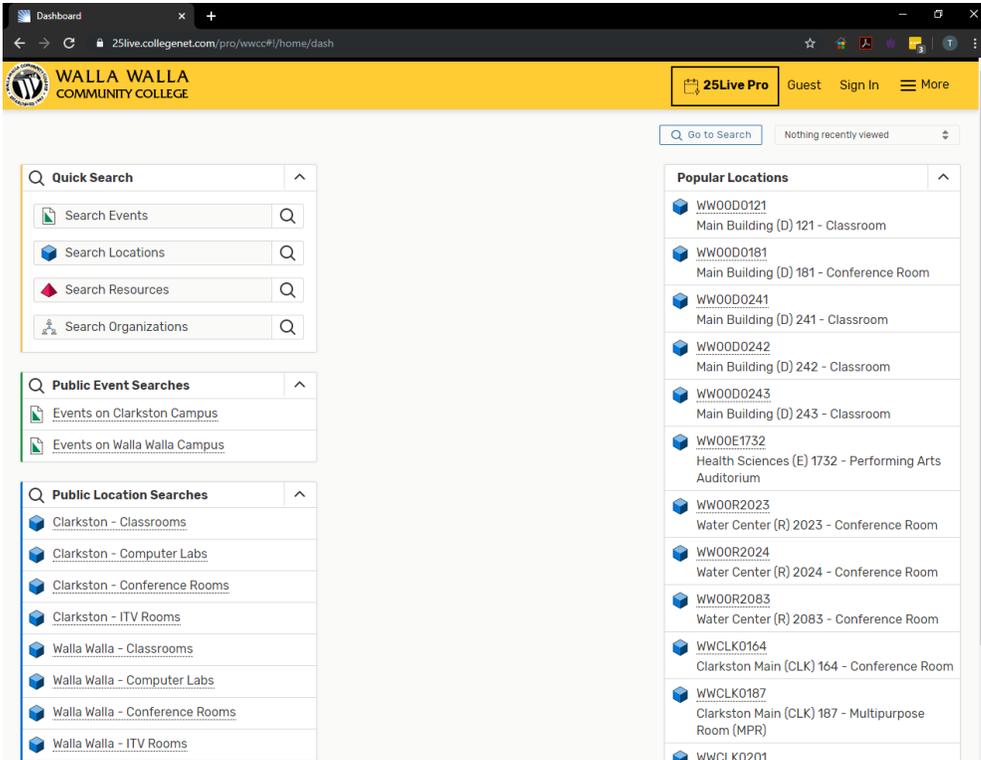
Cancel Preview **Save**

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

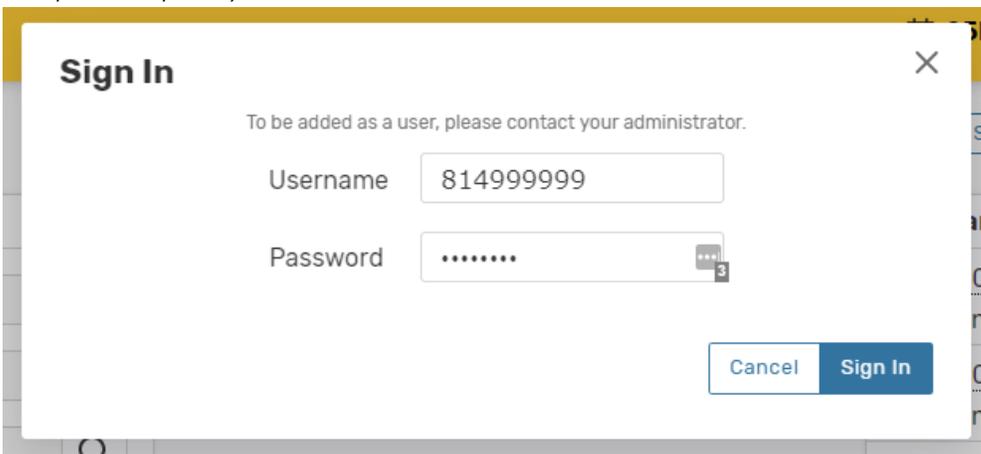
Changing/cancelling a Reservation

To cancel a reservation, do the following:

1. Go to 25Live



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



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

The screenshot shows a user interface for event management. On the left, there are search filters for 'Locations', 'Event Searches!', 'Locations', 'Resources', and 'Resources'. In the center, there is a 'Create an Event' button and a section titled 'Your Upcoming Events'. This section contains three sub-sections: '1 Event in which you are the Requestor', '1 Event in which you are the Scheduler' (highlighted with a red box), and 'Your Event Drafts'. The 'Your Event Drafts' section shows 'No Event Drafts in which you are the Scheduler' and 'No Event Drafts in which you are the Requestor'. On the right, there are sections for 'Your Starred Locations' (listing WW00D0121, WW00D0185B, WW00D0282, and WWCLK0104) and 'Your Starred Resources' (listing ITV - Clarkston and ITV - Walla Walla).

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

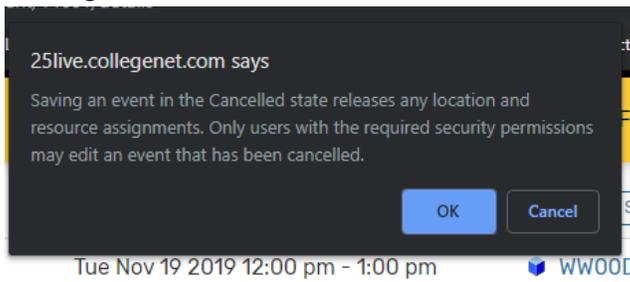
Name	Title	Reference	Organizations	Type	Categories	Your Role
☆ Charlie's Meeting		2019-AABPHK	EST - Energy System Technology	Meeting		Requestor, Scheduler
☆ Test		2019-AABPHC	Technology Services	Meeting		Requestor, Scheduler

- TO CANCEL:**

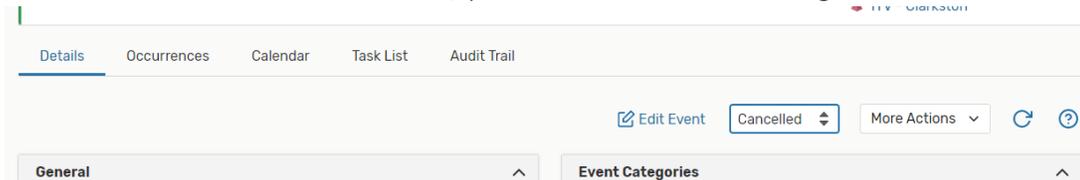
Under **Event State**, choose **Cancelled**.

The screenshot shows the details page for an event titled 'ITV - Clarkston'. The page has tabs for 'Details', 'Occurrences', 'Calendar', 'Task List', and 'Audit Trail'. In the 'Event State' dropdown menu, 'Cancelled' is selected and highlighted with a red box. Other options in the dropdown are 'Tentative' and 'Tentative'. There is also an 'Edit Event' button and a 'More Actions' dropdown menu.

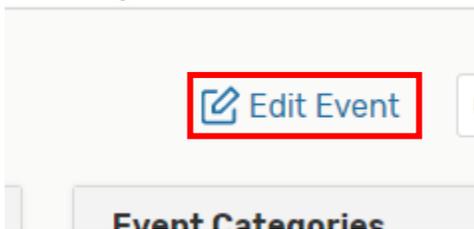
6. A pop-up will appear letting you know that you will lose the room by cancelling and clicking **Ok**.



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

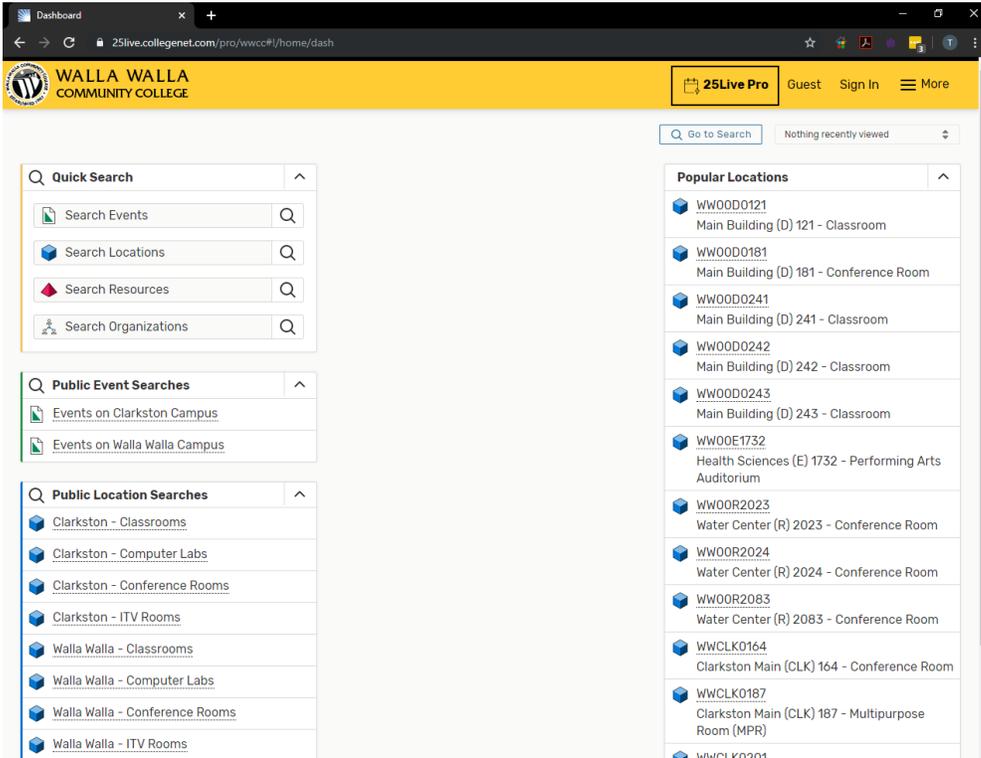


8. **TO EDIT:**
Choose **Edit this Event**. It will take you back to the Event Wizard. Go through and make the changes needed and click **Save**.

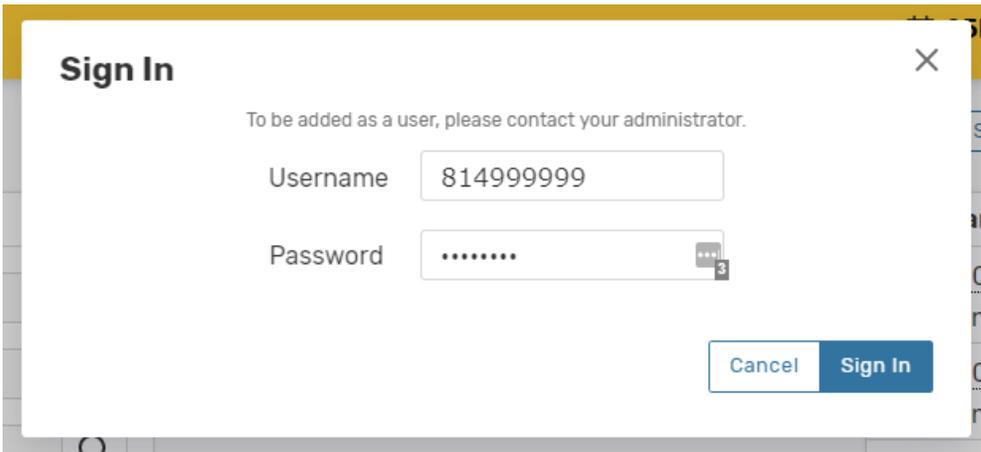


Checking Room Availability

1. Go to 25Live



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



- Enter the room number you are wanting to check the availability for and press **enter**

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

WW00D0121
Main Building (D) 121 - Classroom

Details List **Availability (Daily)** Availability (Weekly) Calendar

← Wed Nov 20 2019 → Overlapping More Actions

	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
WED Nov 20, 2019							Math De...										
THU Nov 21, 2019			ENGL & 11...	ENGL & 11...	MATH 07...	MATH & 1...	MATH & 1...										
FRI Nov 22, 2019			ENGL & 11...	ENGL & 11...	MATH 07...	MATH & 1...	MATH & 1...										
SAT Nov 23, 2019																	
SUN Nov 24, 2019																	
MON Nov 25, 2019			ENGL & 11...	ENGL & 11...	MATH 07...	MATH & 1...	MATH & 1...										
TUE Nov 26, 2019			ENGL & 11...	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																	

WW00D0121
Main Building (D) 121 - Classroom

Details List Availability (Daily) Availability (Weekly) **Calendar**

Show Blackouts Related Locations ← Sun Nov 17 2019 - Sat Nov 23 2019 → Weeks: 1 More Actions

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
November 17	18	19	20	21	22	23
	8:40 am - 9:40 am ENGL & 101 A1 MTRF 0840-0940, 7345-1 WW00D0121	8:40 am - 9:40 am ENGL & 101 A1 MTRF 0840-0940, 7345-1 WW00D0121	1:00 pm - 2:00 pm Math Department Meeting WW00D0121 WWCLK0164	8:40 am - 9:40 am ENGL & 101 A1 MTRF 0840-0940, 7345-1 WW00D0121	8:40 am - 9:40 am ENGL & 101 A1 MTRF 0840-0940, 7345-1 WW00D0121	
	9:50 am - 10:50 am ENGL & 111 B1 MTRF 0950-1050, 7373-1 WW00D0121	9:50 am - 10:50 am ENGL & 111 B1 MTRF 0950-1050, 7373-1 WW00D0121		9:50 am - 10:50 am ENGL & 111 B1 MTRF 0950-1050, 7373-1 WW00D0121	9:50 am - 10:50 am ENGL & 111 B1 MTRF 0950-1050, 7373-1 WW00D0121	

- 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 ⓘ

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

File ▾ Insert ▾ View ▾ Format ▾ Tools ▾

↶ ↷ **B** *I* U A ▾ **A** ▾ Font Family ▾ Font Sizes ▾ 

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.

Event Date and Time - Required

To:

This event begins and ends on the same day

Event Duration:
1 Hour

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
 Days Hours Minutes

Post-Event Time
 Days Hours Minutes

Reservation Start: **Tue Nov 19 2019 12:00 pm**
Reservation End: **Tue Nov 19 2019 1:00 pm**

Reservation Duration:
1 Hour

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.

Repeating Pattern

<< < November 2019 > >>

S	M	T	W	T	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 ⓘ

Locations Search ^

Auto-Load Starred: No Yes

Hide Locations with Conflicts Enforce Headcount

Saved Searches (optional) ×

Hint! Type :: to use SeriesQL.

More Options ▾ Reset

Add	Name	Title	Capacity	Availability	Conflict Details
<input type="button" value="Reserve"/>	WW00D0181	Main Building (D) 181 - Conference Room	15	1/1	None

1 Matching Locations Page 1 of 1

First Previous 1 ▾ Next Last

Items per page 25 ▾

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

Items per page 25 ▾

WW00D0181

☆ Add to favorites

Location Title: Main Building (D) 181 - Conference Room

Capacity: 15

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. **Be sure to choose campus appropriate resources.** To find the resource, enter the name and press enter.

Resources ⓘ

Resources Search ^

Auto-Load Starred: No Yes

Saved Searches (optional) ▼ ×

Hint! Type :: to use SeriesQL ⓘ

More Options ▼ Reset

Add	Name	Quantity Available	Conflict Details
1 <input type="button" value="Request"/>	Custodial Support - Clarkston	Unlimited	None
1 <input type="button" value="Request"/>	Custodial Support - Walla Walla	Unlimited	None

2 Matching Resources Page 1 of 1

Items per page

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 Support - Walla Walla ✕

Date	Time	Conflicts	Included	Instructions	Quantity	Available
Set For All				<input style="width: 100%;" type="text"/>	<input style="width: 50%;" type="text"/>	
Tue Nov 19 2019	12:00 pm - 1:00 pm		<input checked="" type="checkbox"/>	<input style="width: 100%;" type="text"/>	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. **YOU WILL NEED TO SELECT BOTH CLARKSTON AND WALLA WALLA.** Selecting both alerts both campuses that there is an ITV meeting.

Resources ⓘ

Resources Search ^

Auto-Load Starred: No Yes

Saved Searches (optional) itv| ✕

Hint! Type :: to use SeriesOL

More Options Reset Search

Add	Name	Quantity Available	Conflict Details
1 Request	ITV - Clarkston	Unlimited	None
1 Request	ITV - Walla Walla	Unlimited	None

2 Matching Resources Page 1 of 1

First Previous 1 Next Last

Items per page 25

▲ Custodial Support - Walla Walla

☆ Add to favorites

Remove
View Occurrences

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

Items per page 25

- ▲ Custodial Support - Walla Walla
☆ Add to favorites
Remove View Occurrences
- ▲ ITV - Clarkston
★ Remove from favorites
Remove View Occurrences
- ▲ ITV - Walla Walla
★ Remove from favorites
Remove View Occurrences

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

Attached Files ⓘ

Choose File No file chosen

17. Beings you are logged in, it will have your information in the **Scheduler and Requestor** fields. Whoever 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 Event - Required ⓘ

* Requestor * Scheduler

ADAMS, ALBERT ☆ ▼ ADAMS, ALBERT ☆ ▼

18. Answer the following.

Requirements - Required

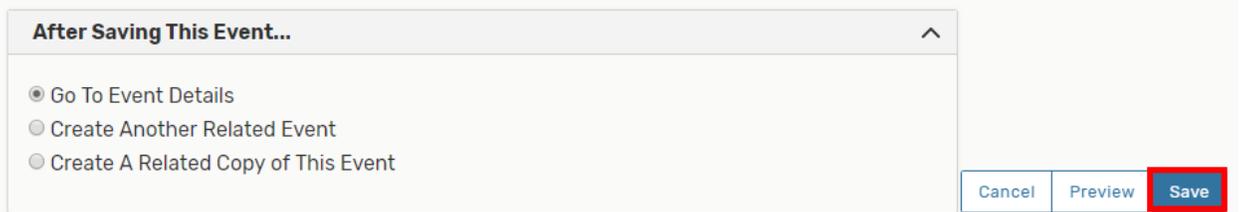
YES there will be Food and/or Drink at this event.
Comment

NO there will be no Food and/or Drink at this event.
Comment

19. Add any additional comments if needed.

Comments ⓘ

20. Click, **Save**.



The screenshot shows a dialog box with the title "After Saving This Event...". It contains three radio button options: "Go To Event Details" (which is selected), "Create Another Related Event", and "Create A Related Copy of This Event". To the right of the options are three buttons: "Cancel", "Preview", and "Save". The "Save" button is highlighted with a red border.

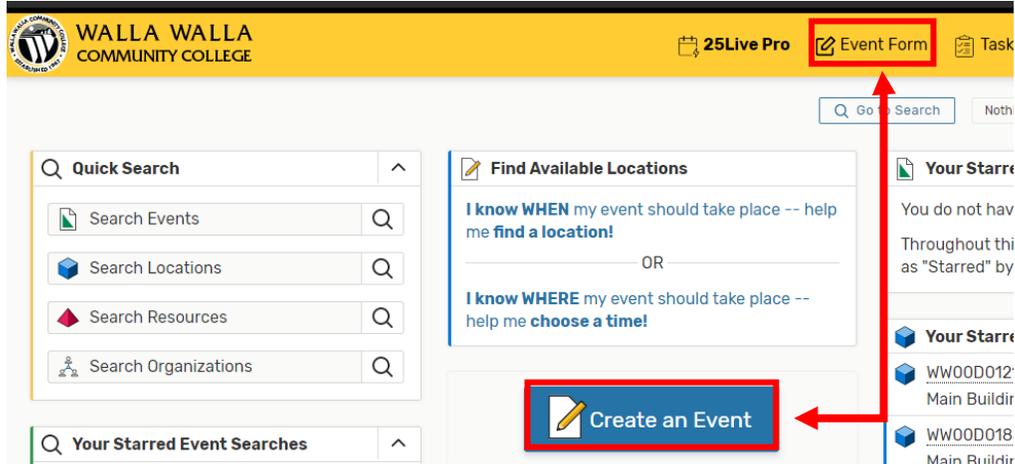
21. You should receive a confirmation email once you have created the meeting.

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



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.

Event Type - Required ⓘ

Select an item ▼

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 ⓘ

Event Description ⓘ

File ▾ Insert ▾ View ▾ Format ▾ Tools ▾

↶ ↷ **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

To:

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.

Additional time ^

Pre-Event Time
 Days Hours Minutes

Post-Event Time
 Days Hours Minutes

Reservation Start: **Tue Nov 19 2019 12:00 pm**
Reservation End: **Tue Nov 19 2019 1:00 pm**

Reservation Duration:
1 Hour

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.

Repeating Pattern

<< < December 2019 > >>

S	M	T	W	T	F	S
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	31	01	02	03	04
05	06	07	08	09	10	11

[View All Occurrences](#)

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 ⓘ

Locations Search ^

Auto-Load Starred: No Yes

Hide Locations with Conflicts Enforce Headcount

Saved Searches (optional) ×

Hint! Type :: to use SeriesQL.

More Options ▾ Reset

Add	Name	Title	Capacity	Availability	Conflict Details
<input type="button" value="Reserve"/>	WW00D0181	Main Building (D) 181 - Conference Room	15	1/1	None

1 Matching Locations Page 1 of 1

First Previous 1 ▾ Next Last

Items per page 25 ▾

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

Items per page 25 ▾

WW00D0181

☆ Add to favorites

Location Title: Main Building (D) 181 - Conference Room

Capacity: 15

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. **Be sure to choose campus appropriate resources.** To find the resource, enter the name and press enter.

Resources 

Resources Search

Auto-Load Starred: No Yes

Saved Searches (optional)  

 Hint! Type :: to use SeriesQL.

More Options  Reset Search

Add		Name	Quantity Available	Conflict Details
<input type="text" value="1"/>	Request	Custodial Support - Clarkston	Unlimited	None
<input type="text" value="1"/>	Request	Custodial Support - Walla Walla	Unlimited	None

2 Matching Resources Page 1 of 1

First Previous 1  Next Last

Items per page 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 Support - Walla Walla [Close]

Date	Time	Conflicts	Included	Instructions	Quantity	Available
Set For All			<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	
Tue Nov 19 2019	12:00 pm - 1:00 pm		<input checked="" type="checkbox"/>	<input type="text"/>	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. **YOU WILL NEED TO SELECT BOTH CLARKSTON AND WALLA WALLA.** Selecting both alerts both campuses that there is an ITV meeting.

Resources ⓘ

Resources Search [Close]

Auto-Load Starred: No Yes

Saved Searches (optional) [v] [x]

Hint! Type :: to use SeriesOL

More Options [v] [Reset] [Search]

Add	Name	Quantity Available	Conflict Details
1 <input type="text"/> Request	ITV - Clarkston	Unlimited	None
1 <input type="text"/> Request	ITV - Walla Walla	Unlimited	None

2 Matching Resources Page 1 of 1

First Previous 1 [v] Next Last

Items per page 25 [v]

▲ Custodial Support - Walla Walla

☆ Add to favorites

Remove

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

Items per page 25

- ▲ Custodial Support - Walla Walla
☆ Add to favorites
Remove View Occurrences
- ▲ ITV - Clarkston
★ Remove from favorites
Remove View Occurrences
- ▲ ITV - Walla Walla
★ Remove from favorites
Remove View Occurrences

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

Attached Files ⓘ

Choose File No file chosen

52. Beings you are logged in, it will have your information in the **Scheduler and Requestor** fields. Whoever 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 Event - Required ⓘ

* Requestor * Scheduler

ADAMS, ALBERT ☆ ▼ ADAMS, ALBERT ☆ ▼

53. Answer the following.

Requirements - Required

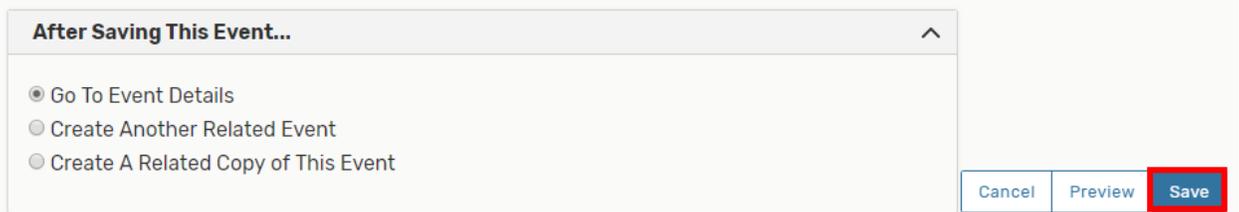
YES there will be Food and/or Drink at this event.
Comment

NO there will be no Food and/or Drink at this event.
Comment

54. Add any additional comments if needed.

Comments ⓘ

55. Click, **Save**.



The screenshot shows a dialog box titled "After Saving This Event..." with a small upward-pointing arrow in the top right corner. Inside the dialog, there are three radio button options: "Go To Event Details" (which is selected), "Create Another Related Event", and "Create A Related Copy of This Event". To the right of the dialog box, there are three buttons: "Cancel", "Preview", and "Save". The "Save" button is highlighted with a red border.

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.