25Live Event Space Scheduling
Step-by-Step Process for Requesters

The following step-by-step instructions are for Requesters when they want to reserve a room.

Requesters ask for spaces to be reserved. Below are basic step-by-step instructions for how to reserve a space as a requester and as a scheduler.

For now, there are no resources available for scheduling on 25Live. We will continue to use the online forms that B&G, Dining Services, and IT have used until further notice.

Contact the Elmira College Help Desk at 607-735-1915 with any questions.

NOTE: All red-starred event criteria are required and must be filled in. Your event request will not submit otherwise.
Requestor


2. After logging in, there are 2 ways to create an event:
   a. On the Home Page, by clicking “Create an Event.”
   b. On the Home Page, by clicking “Event Wizard.”
3. You will need to create an Event Name. This name needs to be typed out with few or no abbreviations and descriptive enough for the scheduler to know what it is for.

4. Event Title field is for:
   a. Important descriptive information that didn’t fit in the title.
   b. A specific event type when choosing “Other” in your list of events.

5. You will then have to select the type of event you are having. Please make sure to click the best option for your event. Once the event type is chosen, there is no way to change the event.

6. Select the department that is hosting the event. Add additional departments in the “Additional Departments” section, then select “Next.”
   **If your event requires a set up from Dining Services or Facilities Mgmt, please select that department from “Additional Departments.”**

   ![Event Name](Sample Event)

   ![Event Title](

   ![Event Type](Meeting)

   ![Primary Department for this Event](Search for an Organization)

   ![Additional Department(s) for this Event](Search for Additional Organizations)

7. Enter your expected head count.

8. Type in your Event Description if it requires more information than your title shows. Select “Next.”
9. Select whether your event occurs more than once.
a. If yes, select “Yes.” You will then fill out a Date and Time. Click “Next,” and choose how the event repeats.

i. If your event recurs on random, not specific days, select “Ad Hoc Repeats.”
ii. If your event recurs every day or specific days, select “Daily Repeats.”
iii. If your event recurs every week or specific days of the week, select “Weekly Repeats.”
iv. If your event recurs a specific time every month, select “Monthly Repeats.”
b. If the event does not repeat, select “No,” and then fill out the Date and Time.

10. Enter your Event Location. If you know which space you need, click “Search” and type in the name of the building to select your space. If you do not know, click “Advanced Search” to select a space based on Layout, Category, or Features.

*** Make sure that you have actually clicked on the room you want and that it has moved to the Selected Locations section to the right. If there is not a room there it will not go through as a reservation for a room. The request will sit in there as an announcement.
   a. You will see if there are conflicts on the right side of the screen:

12. As the requester, your name is automatically the contact. Click “Next” to continue.
   a. If requesting a space for another person and need them to be the contact simply search for and select them. Their name will replace yours.
13. If you have any special comments for the Scheduler, type them in the Event Comments section, then select “Next” to continue.

14. You will get a message asking you to send a request directly to Dining Services, Facilities Management, or IT if you need a set-up. Select “I agree” and then “Save.”

15. Select “Internal Events” as the heading for this event. Click “Save.”
16. Your event is now saved and has been sent to the schedulers.