25Live! Room Reservation – General Overview

1. Start by opening the 25Live! website: https://25live.collegenet.com/bucks/. If you are not already signed into MyBucks, you will be prompted to login.

2. The 25Live! dashboard is the default view when you login. Features of the dashboard include finding a location based on when it will take place, searching for events that have already been scheduled, and much more.
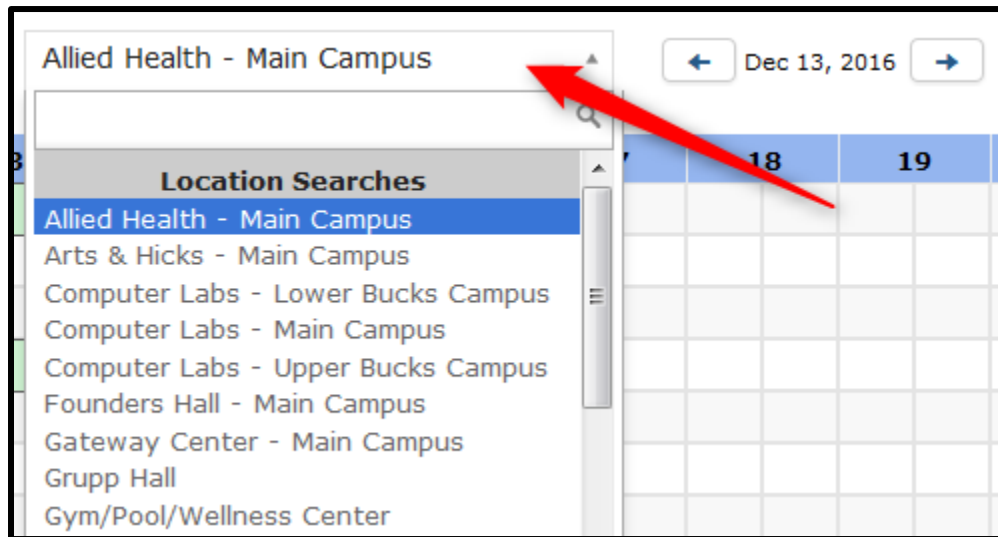
3. To create your own reservations, click the **Availability** tab in the upper right corner.
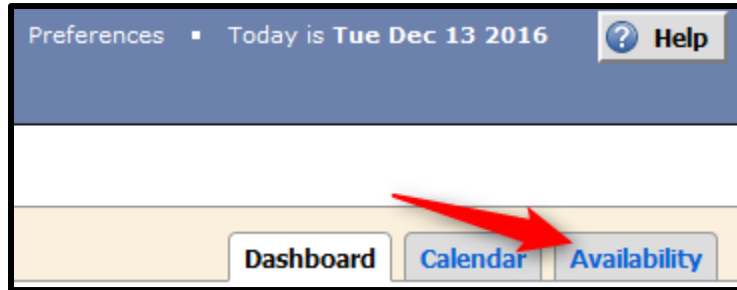

4. Click the dropdown menu for Location Searches (may default to Allied Health) to choose a different campus or building for your reservation.


5. Click the current date to choose a date for your reservations. This will present you with a calendar where you can find the appropriate date.
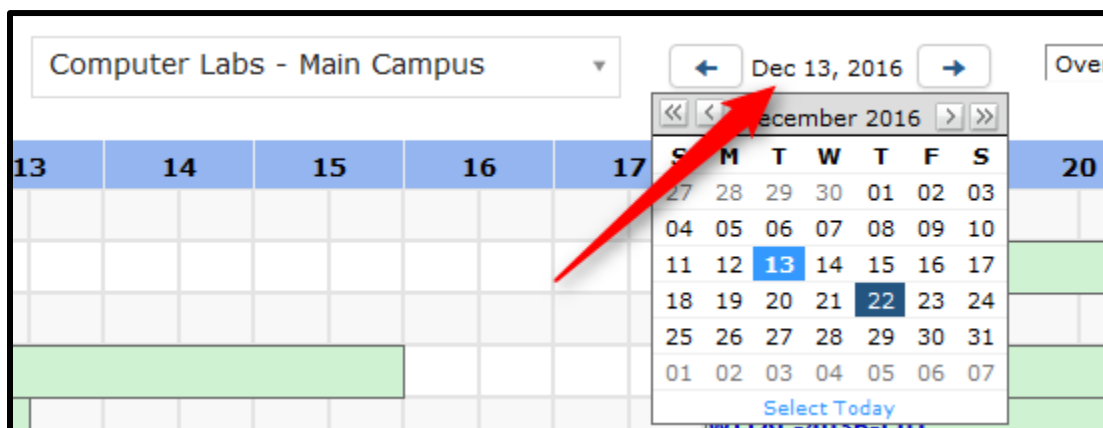
6. After choosing your date, you can look at the available rooms on the left hand side. If you hover your mouse cursor over a room, a small popout will display additional details including a photo.
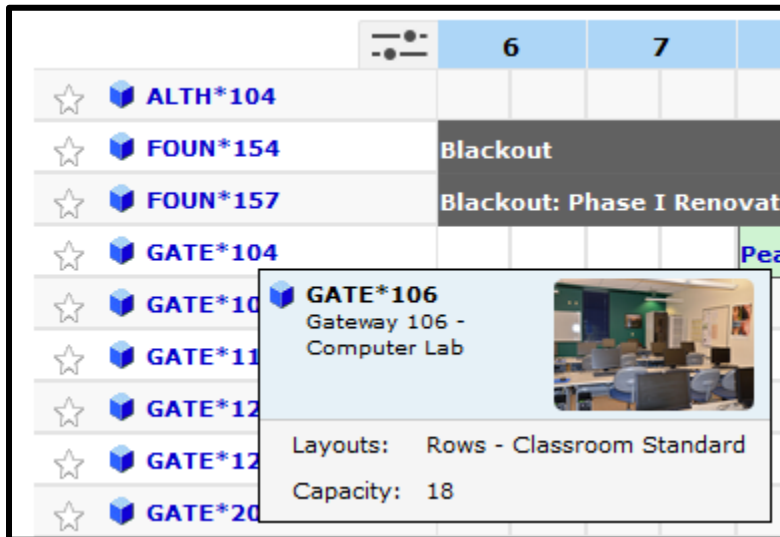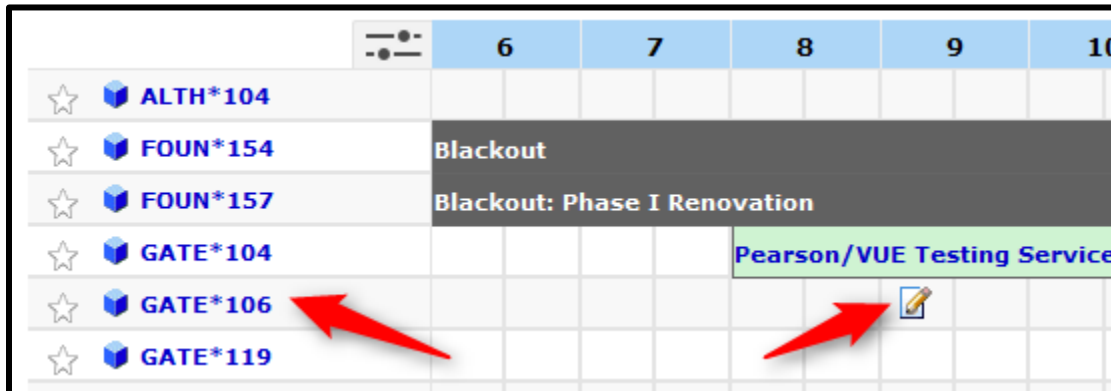

7. If you click on the classroom, expanded details will be displayed.
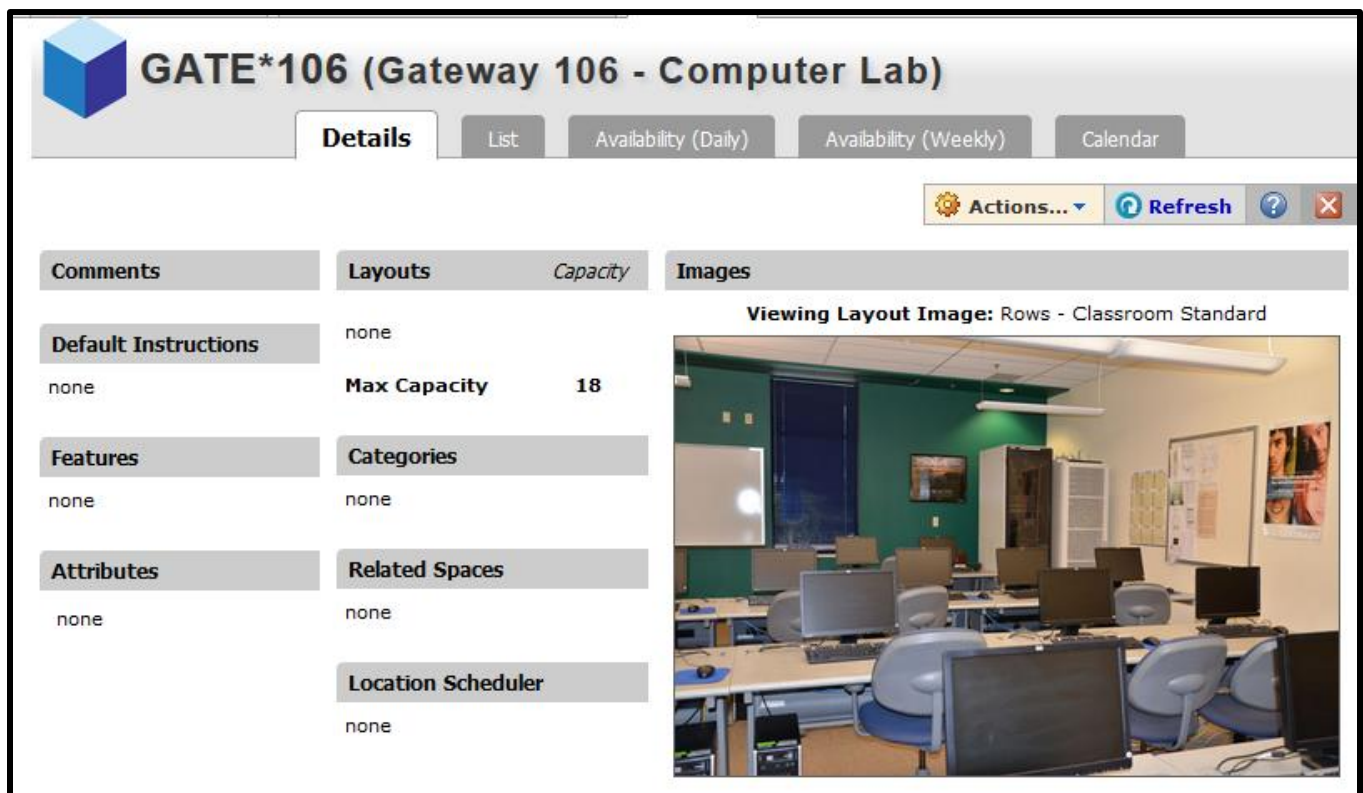
8. To return to the Availability area, click the red **X** to close the current room.

9. To request a room at a specified time, hover your cursor over the room and the time that you are requesting. A pencil icon ✏️ will appear to indicate which room and what time. In the example below, GATE*106 at 9AM is being selected.

10. The room and time will automatically be filled out on the left. You must enter the required fields indicated by the red asterisk *. (Event Name, Event Type, Primary Organization) to proceed.
    - **Event Name**: Something descriptive that will be displayed under the availability.
    - **Event Title**: Not required but can further describe the event.
    - **Event Type**: Choose the appropriate option based on the list (Training, Arts & Culture, Maintenance, etc.)
    - **Primary Organization**: Not necessarily your department but the area the event is focused on.

11. After all required fields have been entered (a green checkmark ✔ will appear next to each one), click the **Next** button.

Event Type

Training / Professional Development ☆ ▾ ✔

Primary Organization

LEARNING RESOURCES ☆ ✕ ▾ ✔

Next ▶

12. Enter the expected head count for your event and click **Next**. **Note**: If you try to enter a head count that is more than the room capacity, an error message will appear.

Expected Head Count

⦿ 15 ▲▼

◯ I Don't Know

13. You will decide if this event is repeating. Choose **Yes** or **No**.

No

This event happens only once.

Any other related events are separate and distinct.

Yes

This event occurs multiple times.

It repeats daily, weekly, monthly, or irregularly (ad hoc).

14. You can edit the dates, times, or pre/post event here if necessary. Click **Next** to continue.

15. In this step, you can select your desired location. You can search for a room, use a starred location (a favorite you use frequently), or access Saved Searches from previous reservations. A green checkmark ✓ will indicate that the selected room is available for this date and time. Click **Next** to continue.
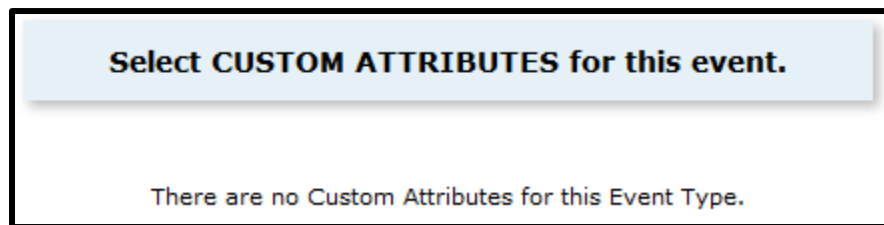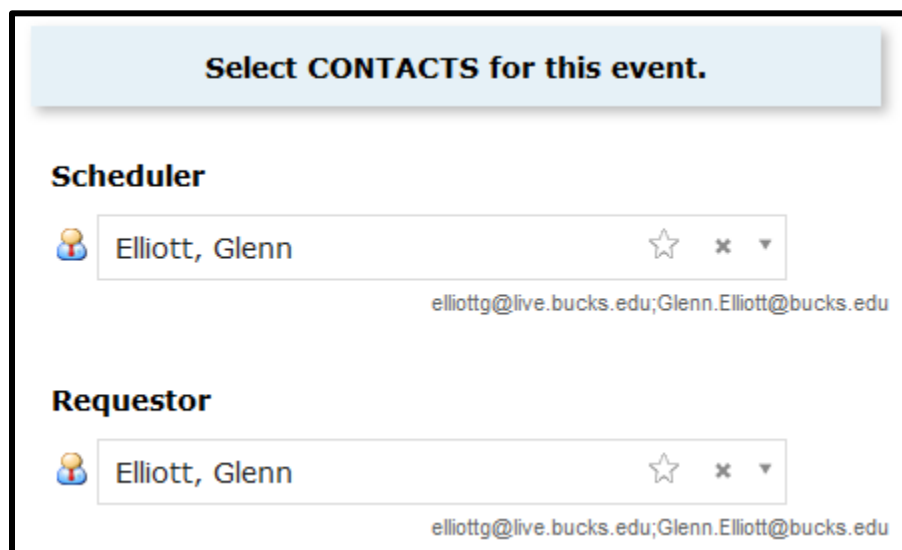
16. The Resources section is currently not utilized. If you require additional resources for your event (catering, cleanup, audio setup, etc.), please contact those areas directly. Click **Next** to continue.
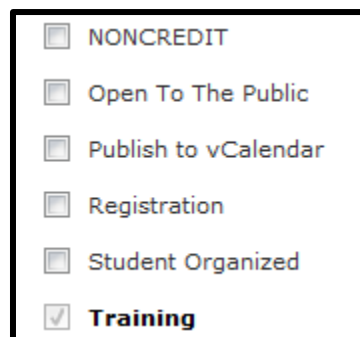
Find and select RESOURCES.

⭐ **Your Starred Resources...**

17. Again, Custom Attributes are not currently utilized. Click **Next** to continue.

Select CUSTOM ATTRIBUTES for this event.

There are no Custom Attributes for this Event Type.

18. You can leave the Contacts area as in. Click **Next** to continue.

Select CONTACTS for this event.

Scheduler

Elliott, Glenn   ☆ ✕ ▾

elliottg@live.bucks.edu;Glenn.Elliott@bucks.edu

Requestor

Elliott, Glenn   ☆ ✕ ▾

elliottg@live.bucks.edu;Glenn.Elliott@bucks.edu

19. Different categories based on the event type can be selected from the list. The Event Type (from Step 11) you have chosen previously should be selected here automatically. Click **Next** to continue.

☐ NONCREDIT

☐ Open To The Public

☐ Publish to vCalendar

☐ Registration

☐ Student Organized

☑ **Training**

20. Enter any additional comments for your event here. These are optional but can be helpful for others looking at your event. Click **Next** to continue.

> **Add additional COMMENTS and NOTES for this event.**

21. Finally, choose your Event State to finalize your reservation.

> **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.

22. A preview of the event will appear on the left side giving you all pertinent details of your reservation. You can click on any of the options here (room, title, date, etc.) to change their details.

> **25Live!**
> *Event Title*
>
> Training / Professional Development
>
> LEARNING RESOURCES
>
> 15 Attendees Expected
>
> *Event Description*
>
> **Thu Dec 22 2016**
> **1:00pm - 2:00pm**
> *Event Repeats*
>
> 📦 GATE*106
>
> *Resources*
> *Custom Attributes*
>
> 👤 Elliott, Glenn
> Scheduler
> 👤 Elliott, Glenn
> Requestor

23. After selecting an event state, a details window will show all information about the event.

This event was successfully created.

Here's Some Information About Your Event

📦 **Locations Saved as Event Preferences**
Location 'GATE*106' was removed from Dec 22 2016 and converted to a preference.

What's Next?

| View Details | View the Event Details page for this event. The full range of actions are available to you from there. |

| Edit | Need to make some more edits to this event? Click this button to start editing. |

| Copy | Create a copy of this event with many event details duplicated. Go through each field of the new event to verify the details you want to retain and resolve any possible conflicts. |

| Email | Email the details of this event to its stakeholders or anyone else. |

More Event Options

🖨 **Print Confirmation**   ☑ **Create "To Do"**

⛁ **Manage Relationships**   ⚐ **Manage Bindings**

♕ **Take Ownership of this Event**

☆ **Add to Starred?**