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.

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.

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.

![Event Start and End Dates](image)

**Event Start:** Thu Dec 22 2016 1:00 pm  
**Event End:** Thu Dec 22 2016 2:00 pm

☐ The event begins and ends on the **same day**.

**Does this event require Setup or Pre-Event time?**  
- Yes  
- No

**Does this event require Post-Event or Takedown time?**  
- Yes  
- No

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.

![Selected Locations](image)

**Your Starred Locations...**

**Search by Location Name...**

**GATE*106**  
Gateway 106 - Computer Lab  
Max Capacity: 10

- **Features:** Computing, PC / Windows; Floor covering, Carpet; Instructor Resources; Computer projection; Instructor Resources, Symposium; Instructor Resources, Whiteboard; Printer, Black and White; Printer, Color; Seating, Chairs, Moveable; Storage/Prep, Counters; Tables, Small Group; Window covering, Blinds

- **Conflicts:** None

- **Layout:** Rows - Classroom Standard [18]

- **Setup Instructions:**

- **Attendance:**

- **Share?**
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.

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

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

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